

**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
ASSISTED ACQUISITION SERVICES DIVISION
SOUTHEAST SUNBELT REGION**

**PERFORMANCE WORK STATEMENT
US CENTRAL COMMAND (USCENTCOM)
RESOURCES & ANALYSIS SUPPORT
TASK ORDER NUMBER: ID04170018**

October 16, 2018

Modification History:

Mod 006: a. De-obligation of Unbilled Funds from the Base Year

Mod 005: a. Incremental Funding

Mod 004: a. Modifications made in Section 1.1

- b. Removal of requirement in Section 3.2.2**
- c. Additional requirements added to Section 3.2.3**
- d. Change in requirements made to Section 3.3**
- e. Correction made to Section 15.1 Workload Estimates chart**
- f. Additional requirement added in Section 16.1**
- g. Changes made to Overtime chart in Section 17.3**
- h. Addition made to Section 25.0**
- i. Increase in labor, overtime and CAF ceilings for Option Years 1-4**
- j. Exercise of Option Year One**

Mod 003: a. Increase in Level of Effort PWS Sections 3.2.1 & 3.2.2

- b. Modifications to Workload Estimates in PWS Section 15.1**
- c. Modifications to Overtime in PWS Section 17.3**

Mod 002: a. Add additional travel location to PWS Section 12.0

Mod 001: a. Add of Overtime Hours – PWS Section 17.3

- b. Change delivery dates shown in PWS Section 5.6**
- c. Add travel locations as shown in PWS Section 12.0**

GENERAL INFORMATION

1.0 Introduction

Work is to be accomplished for the United States Central Command (USCENTCOM) at MacDill AFB, Florida, herein referred to as Client, through the General Services Administration (GSA), Federal Acquisition Services (FAS), Assisted Acquisition Services Division (AASD), Southeast Sunbelt Region.

1.1 Points of Contact:

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1.2 Background

United States Central Command (USCENTCOM) Resources and Analysis Directorate (CCJ8), advocates for resources, authorities, fiscal policies, and technology development opportunities; informs decisions through assessments, analysis, modeling and simulation; and manages headquarters resources so that the US Central Command Commander (USCENTCOM CDR) and his staff and components have the tools, resources and capabilities required to successfully execute their missions.

1.3 Objective

This requirement is to acquire Contractor Advisory and Assistance Services (CAAS) for the USCENTCOM/CCJ8. In this requirement, the Contractor shall provide strictly non-personal services and shall work as an independent Contractor not subject to the supervision and control of the Government, in support of USCENTCOM/CCJ8.

1.4 Task Order Type: Time and Materials (T&M)

1.5 Period of Performance

Base Period: 09/24/2017 – 09/23/2018
Option Period One: 09/24/2018 – 09/23/2019
Option Period Two: 09/24/2019 – 09/23/2020
Option Period Three: 09/24/2020 – 09/23/2021
Option Period Four: 09/24/2021 – 09/23/2022
6-month Extension (if needed): 09/24/2022 – 03/23/2023

Dates are subject to change based on actual award date. Evaluation of Options does not commit the Government to exercising those Options.

2.0 Scope

The Contractor shall provide all personnel, supervision and other items and services necessary to support the required efforts for Technical Support for Operations Research (OR), Decision Analysis, and Analytic Studies; Joint Operations Planning and Assessments; Modeling, Simulation and Campaign Analysis; Database Programming and Data Analysis; and Wargaming.

The contractor shall provide on-site technical expertise and capability for Assessments, Operations Research and Systems Analysis (ORSA) enabling senior leaders to make well-informed decisions for matters regarding strategy, planning, resourcing, and contingency operations in the USCENTCOM AOR. Decisions are typically related to making, or advocating for, adjustments to plans, policy, resources and authorities. The contractor shall provide Modeling and Simulation (M&S), Operation Assessment, Campaign Assessment, Joint Operations Planning, Wargaming, and use of analytic techniques in both traditional and innovative ways.

The contractor shall provide technical expertise in Operations Research disciplines such as probability models, statistical inference, simulations, optimization, game theory, and problem definition and development and utilize discriminately depending upon the questions/concerns from senior leadership. The contractor shall provide the technical expertise to recommend the analytic technique for the problem at hand.

In addition, the contractor shall support the following activities: provide executive summaries; serve as Office of Primary Responsibility (OPR) and Office of Coordinating Responsibility (OCR) for taskings assigned through the Task Management Tool (TMT); develop written recommendations and correspondence for leaders; prepare and provide presentations pre-briefs and in progress reviews (IPRs) for leaders; attend Boards, Bureaus, Cells, Conferences and working groups (B2C2WG) and other meetings and provide written notes or minutes as applicable; coordinate and lead meetings; participate in training and planning exercises; prepare information papers, white papers, decision papers and briefings; attend planning conferences; review and comment on documents, directives, and regulations as directed; provide input to USCENTCOM historical reporting requirements; support all applicable CCJ8 administrative requirements to include weekly written updates.

3.0 Performance Requirements: The Contractor shall provide all staffing, equipment, and materials necessary to perform the requirements as defined in this PWS. The Contractors shall perform to the performance standards in this Contract.

3.1 Program Management

The contractor Site Lead shall perform the necessary program management (to include technical) responsibilities to ensure the government maintains visibility of the development and maintenance progress and that the technical solution satisfies the functional requirements

established by the Contracting Officer Representative (COR). These activities include In-Progress Reviews (IPRs) and Technical Interchange Meetings (TIMs) which shall be conducted as required by the government. The contractor shall provide monthly status of all tasks and shall organize and coordinate all technical work with the other contractors assigned to these tasks. The contractor shall provide a detailed written monthly progress report, cost report and schedule to the COR. The contractor shall manage contractor expenditures of material, travel and labor hours for this task order. The contractor shall plan and procure necessary staff to achieve work completion milestones and deliverables and develop detailed contractor staffing requirements, assignments and plans to meet customer needs. The Site Lead shall substitute for any absences of contractor personnel to ensure no gaps in capability, shall perform special projects that has leadership attention and guidance as required.

The contractor shall identify four (4) Team leads: Program Manager, Analysis/Assessment Analyst, Modeling & Simulation ORSA, and Wargaming Integrator. The Team Leads in conjunction with the Site Lead shall plan, direct, and coordinate contractor analysts within their respective area. They shall implement and provide technical expertise for USCENTCOM initiatives.

3.2 Technical

3.2.1 Operations Research (OR), Decision Analysis, and Analytic Studies

The contractor shall provide on-site technical expertise and capability for assessing operations and analyzing plans, including support to contingency operations (refer to Joint Publications 3-0 and 5-0). The contractor shall plan, develop, implement, and facilitate efforts to assess operations in the USCENTCOM Area of Responsibility (AOR) and analyze plans, such as the Theater Campaign Plan (TCP), Operation Plans (OPLANS), Concept Plans (CONPLANS), Operation Orders (OPORDS), Fragmentary Orders (FRAGOS), commander's estimates, and other plans or operations. The contractor shall support Operational Planning Teams (OPTs), Crisis Action Teams (CATs), and other assigned boards, bureaus, centers, cells and working groups (B2C2WG) as needed. Planning support includes: participating in mission analysis activities to ensure measurable and achievable end states, objectives, desired effects, and tasks are developed; leading USCENTCOM planning teams in developing assessment frameworks and methodologies; managing planning teams in assessment activities; and integrating assessment activities and findings across the staff. The contractor shall: educate, train, assist and guide staff members during the assessment processes; support the planning and execution of exercises to reinforce staff training and proficiency in assessments activities; integrate assessment findings with USCENTCOM's Quarterly Readiness Reviews; integrate assessment findings with the annual Chairman of the Joint Chiefs of Staff (CJCS) Comprehensive Joint Assessment (CJA) and other Joint Strategic Planning System (JSPS) activities; and provide technical expertise to assist in implementing USCENTCOM sponsored initiatives which improve DoD-wide Joint and Service doctrine for Operations and Campaign Assessments. The contractor shall assist the CCJ8 in its role as the secretariat for the Campaign Assessment Board (CAB), Campaign Assessment Working Group (CAWG), and the USCENTCOM Assessment

Cell (CAC) and shall support all other B2C2WG as necessary. To accomplish this, the contractor shall:

- Execute analysis and study projects with high visibility, unusual urgency or program criticality; requiring a variety of operations research techniques and tools.
- Apply conventional operations research methods and techniques to identify and solve real-world problems for the USCENTCOM AOR exercising sound military and analytic judgment in applying standard professional OR practices; creative and innovative in selecting and applying operations research techniques and tools to solve problems, enhance performance, or increase efficiency and effectiveness;
 - Use statistical analysis, simulations, predictive modeling, or other methods to analyze information and develop practical solutions to fit specific situations;
 - Perform analysis of program/project performance and design of experiments;
 - Work on very large, extremely complex projects of major importance which may have national and international impact; understand and explain underlying unique and very difficult to define relationships which may require unconventional approaches or the application and adaptation of sophisticated analytical techniques producing original results;
 - Work on a wide variety of ambiguous, complex, compounding problems given only a skeletal framework or foundation for departure characterized by either their expansive breadth or depth where analytic precedents and guidelines often do not exist;
- Work special projects requiring division-level attention and guidance;
- Work independently or as part of a team to complete projects on an assignment that is a segment of a larger project, or a phase of a specific question; perform assignments arising from previous studies which exposed problems or were highlighted in other applications;
- Develop and support new analytic capabilities as requirements evolve within the command (e.g., data mining and analysis, systems analysis, social analysis, wargaming, survey design and analysis);
- Recommend technical improvements, and analytic capability development for critical mission challenges;
- Brief senior leaders on potentially controversial, and/or sensitive results and findings that may involve differences of opinion or varying interpretations among experienced and respected professionals;
- Provide technical expertise to USCENTCOM leadership and other key decision makers on the impacts of various courses of action for problem solving;
- Provide support regarding inbound and outbound tasks utilizing the USCENTCOM Task Management Tool;
- Provide input and consolidate feedback of past, current and future activities for the CCJ8, to include but not limited to weekly and quarterly updates and executive summaries for the leadership;
- Coordinate support for studies and interface regularly with the USCENTCOM staff and partners from DOD, Joint, Interagency, Coalition, and NATO, and shall support studies conducted by those partners;

- Document working groups' results, conferences, in-progress reviews, and other milestone activities;
- Perform work with a marked degree of technical authority assume responsibility for each step of the analytic process, the thoroughness of the study, application of relevant factors for analysis, significance of the findings and effectiveness of the presentation;
 - Initiate, oversee, and/or develop requirements from a project's inception to conclusion for extremely complex programs; develop project requirements, plans, and schedules to support analysis and requirements activities;
 - Determine the nature of ill-structured or broadly stated problems; identify problem ramifications; pursue alternatives; provide technical expertise concerning the validity of assumptions and the evaluation criteria for study alternatives;
 - Define problems, conduct research, develop proposals for experiments' design; isolate representative factors which describe the operation, perform data collection and reduction, display data for analysis, examine the underlying relationships and select appropriate methods or techniques, formulate mathematical expressions, construct analytical and mathematical models for understanding the effects of alternative courses of action, draws (often controversial) conclusions; develop operational insights; and prepare reports describing and justifying the results;
- Document working groups' results, conferences, in-progress reviews, and other milestone activities;
- Routinely communicate with, prepare correspondence and presentations for, and advise senior leaders.

3.2.2 Joint Operations Planning and Assessments

The contractor shall provide planning and assessment support for joint campaigns and operations. The contractor shall participate in joint planning to examine a mission; develop, analyze, and compare alternative courses of action (COAs); select the best COA to produce a plan or order. The contractor shall lead operation assessment and provide critical and logical review for major programs, campaigns and operations which may have national or international impact and deal with complex, controversial and/or sensitive issues. The contractor shall conduct assessment activities including: assessment of the Theater Campaign Plan (TCP), Operation Plans (OPLANs), Concept Plans (CONPLANs), Operations Orders (OPORDs), Fragmentary Orders (FRAGOs), Comprehensive Joint Assessment (CJA), Chairman's Risk Assessment (CRA), and Quarterly Readiness Review (QRR). The Contractor shall:

- Participate in mission analysis activities to ensure measurable and achievable end states, objectives, desired effects, and tasks are developed and support Operational Planning Teams (OPTs), Crisis Action Teams (CATs), and other assigned boards, bureaus, centers, cells and working groups (B2C2WG);
- Review and provide detailed comments about USCENTCOM plans, orders, and other documents and other strategic planning documents (UCP, GEF, JSCP, DPG);

- Lead planning teams assessment actions including activities to plan, develop, and implement assessment frameworks, methodologies, metrics, measures, and/or indicators to assess plans, orders, operations, actions, activities, and tasks in the USCENTCOM AOR and headquarters;
- Coach, teach, and mentor members of the USCENTCOM staff on assessments practices and best practices; educate, train, assist and guide staff members during the assessment processes and support the planning and execution of exercises to reinforce staff training and proficiency in assessments activities;
- Integrate and coordinate assessment activities and findings across the staff including ad hoc assessments, focused assessments, the annual Theater Campaign Assessment, the Chairman of the Joint Chiefs of Staff (CJCS) Comprehensive Joint Assessment (CJA), other Joint Strategic Planning System (JSPS) activities and Quarterly Readiness Reviews;
- Provide technical expertise to assist in implementing USCENTCOM sponsored initiatives which improve DOD-wide Joint and Service assessments doctrine;
- Support the DOD Assessment Community of Interest (ACOI).

3.2.3 Modeling, Simulation and Campaign Analysis

The contractor shall provide insightful analysis through the use of objective data; farm data utilizing analytical campaign and mission level simulation tools. The contractor shall conduct analysis of resourcing and employment of forces to support the USCENTCOM's priority planning efforts and assist leadership in making informed decisions.

As part of the Joint Operational Planning Process, the contractor shall conduct constructive combat modeling and simulation analysis in support of current operations and adaptive planning through implementation of Extended Air Defense Simulation (EADSIM), Advanced Framework for Simulation, Integration and Modeling (AFSIM); Naval Simulation System (NSS), and Systems Tool Kit (STK). Conduct campaign-level analysis through implementation of the Synthetic Theater Operations Research Model (STORM). The contractor shall employ/develop mathematical models (probabilistic or deterministic models) using commercial or government-off-the-shelf software.

The contractor shall leverage working relationships with analytical partners such as OSD-CAPE, Air Force Research Laboratory (AFRL), CAA, N81, JS-J8, etc. to extend its capabilities and expertise. The contractor shall ensure the study plans and analyses are adequately reviewed and vetted through other technical experts before presentation to leadership. The contractor shall participate in routine working group sessions to facilitate information exchange, peer review and vetting of products. The group may expand to include additional partners.

The contractor shall:

- Provide on-site analysis, operation and support of complex simulation models;

- Lead the development of study questions by implementing a cradle-to-grave process that properly identifies and defines issues and outlines study questions for development into study plans;
- Develop and implement a transition plan of AFSIM. Validate AFSIM's ability to fulfill CCJ8's M&S requirements in comparison to other models currently identified in this PWS. Utilize AFSIM to model and simulate under known conditions and compare AFSIM's output with system results of other models;
- Develop and document essential elements of analysis specific to each study to answer its set of study questions;
- Analyze and evaluate measures of effectiveness/measures of performance and study implications based on data produced from the models;
- Implement a verification process that incorporates the proper framing of study questions, conduct research and coordination to capture data necessary to populate the models, and configure and program the model(s). The technical experts and analytical working group described above shall be included in this process.
- Implement a validation process that analyzes model output by interacting with operator/planner subject matter experts. The contractor shall use the model output in other models to properly apply rigor to the analysis;
- Assist USCENTCOM in crafting insights and conclusions produced from the simulations of these studies;
- Brief leadership on analytic insights;
- Provide modeling, simulation and analysis in support of wargaming.

3.2.4 Database Programming and Data Analysis

The contractor shall provide software programming capability with emphasis in database development, maintenance, and performance improvements. The contractor shall:

- Use database theory including relational databases to design table structures and relationships, queries, macros, forms and reports; normalize data; and use data flow and entity relationship diagrams to accomplish daily tasks. Gather requirements and design databases to support modeling, simulations, analysis, assessments, and wargaming;
- Facilitate the preparation and input for all data and databases used for analysis, modeling, and simulation. Prepare resulting data to facilitate analysis of model results. Establish links to prepare files containing modeling results data. Provide presentation data in various formats to the user;
- Apply all facets of Microsoft Access design to include table relationships; build complex queries; apply user interface; generate reports; use automation with other Microsoft Office applications such as Visual Basic for Applications (VBA). Integrate analytical applications (such as R and Python modeling languages) to the suite of Microsoft applications (such as Excel, SharePoint, Access, and Word);
- Coordinate with operational technical experts;
- Create data management tools to support statistical/predictive analysis and cutting edge algorithms. Develop tools and reports that assist users with access and data analysis;

- Verify and validate data for accuracy to ensure precise analysis results and apply a wide range of analytical data-mining techniques to produce complex, accurate data representations;
- Provide data reduction by increasing data reuse;
- Develop unique data views and analysis to include dynamic visualizations and maps using a variety of data sources;
- Generate finished products for presentation and final reporting.

3.2.5 Wargaming

The contractor shall provide on-site technical expertise and capability for USCENTCOM to use wargaming to visualize the operational environment and analyze alternative and courses of action as a means to understand the complexities and explore unique solutions to problems. The contractor shall conduct problem framing to define the wargame problem and study questions, assist in wargame design, research, planning, execution, and analysis. The contractor shall collect information, and develop conclusions to meet established wargame objectives and study questions. The contractor shall perform analysis throughout all phases of planning, execution, and post-wargame evaluation to document outcomes, develop insights, and draft final wargame reports. The contractor shall assist USCENTCOM to further develop the command's wargaming capability. The contractor shall identify and recommend wargaming tools, develop methodologies, identify and work with partners across DOD to assist with wargaming efforts, capture lessons learned, keep current on best practices and teach and lead members of the USCENTCOM staff in the conduct of wargames.

The on-site technical expertise shall compose the core wargaming capability for the command and shall have the capability to accomplish the following tasks:

- Interact with USCENTCOM leadership and staff to determine and develop new wargames. Interface with staff and partners of the wargaming process to communicate capabilities and limitation of wargaming process in support of wargame development;
- Develop and document wargaming rules and procedures based on current and emerging warfighting doctrine (US, Threat, Allied);
- Develop automated systems to facilitate engagement adjudication, recording and reporting;
- Develop training procedures for wargame participants;
- Conduct training of wargame participants regarding data development, wargaming rules and automated system use;
- Monitor and report on current and planned wargames, populate, review, update and maintain the command's entries to the OSD wargaming repository;
- Serve as adjudication lead during the execution of wargame events;
- Assist USCENTCOM in the development of, and production for wargame materials;
- Assist USCENTCOM in the completion of multiple planned wargames;
- Assist USCENTCOM in wargaming planning to ensure appropriate expertise is represented and wargame milestones and deliverables are completed as scheduled;

- Direct the investigation and resolution of operational problems in conjunction with other engineering and technical personnel;
- Develop recommendations for outside expertise necessary to achieve wargame objectives;
- Assist USCENTCOM with oversight of resources and logistics for specific wargames;
- Present program reviews for to leadership;
- Demonstrate sustained levels of effort in program/project lifecycles where demonstrated analytical skills with specialized qualifications are necessary.

3.3 Requirements Studies and Analysis

The contractor shall provide technical expertise and support to USCENTCOM for conducting analysis as part of deliberate requirements generation for Joint Capabilities Integration and Development System (JCIDS). The Contractor shall provide support executing Capabilities Based Assessments (CBA), other studies and analysis (OS&A) to identify and articulate capability gaps and produce USCENTCOM recommendations for solutions to mitigate or fill capability gaps for established requirements. Monitor the Functional Capability Boards (FCB). Specific duties include:

- Assist USCENTCOM in development of CBA reports to provide analytical basis for capability requirements documents submitted into the Joint Staff's Joint Capabilities Integration and Development System;
- Staff, analyze, coordinate, track, and maintain oversight for all USCENTCOM CBA and other studies, JUONs/JEONS products in support of USCENTCOM's mission;
- Analyze plans, such as the Theater Campaign Plan (TCP), Operation Plans (OPLANS), Concept Plans (CONPLANS), Operation Orders (OPORDS), Fragmentary Orders (FRAGOS), commander's estimates, and other plans;
- Support Operational Planning Teams (OPTs), Crisis Action Teams (CATs), and other assigned boards, bureaus, centers, cells and working groups (B2C2WG);
- Execute general analysis and study projects with unusual urgency or program criticality; requiring a variety of research techniques and tools;
- Support USCENTCOM execution of the CBA process, to include:
 - Cross-staff collaboration on assessment, war game, and other analytic process results as they pertain to potential CBA relevance
 - Research, analysis, and development of study initiation notices
 - Development of CBA focus papers and products
 - Analysis and determination of CBA operational context
 - Identification of capability requirements, capability gaps, and the preparation of CBA specific products relevant to the process
 - Conduct risk assessment
 - Conduct identification and assessment of non-materiel and materiel approaches
 - Develop, analyze, prepare, and assist in the submission of documentation and recommendations
- Ensure USCENTCOM requirements are documented, processed, vetted and adjudicated;

- Assist USCENTCOM in developing, coordinating, and vetting the potential Commanders Integrated Priority Lists (IPL), Program Budget Review (PBR), Joint Urgent Operational Needs (JUONS) and Joint Emergent Operational Needs (JEONS);
- Communicate, coordinate, and staff requirements management items with USCENTCOM's Components, USCENTCOM's CJTF, and the Service HQ points of contact;
- Apply the Joint Capabilities Integration and Development System (JCIDS) process for executing USCENTCOM's capabilities and requirements products;
- Download Knowledge Management/Decision Support (KM/DS) tasking's, prepare Electronic Staff Packages (TMTs) and Joint Staff JCIDS packages; JSAPS responses; and ensure USCENTCOM's Functional Capability Boards receive, process, and act on JCIDS products;
- Monitor and support the Joint Staff and the Department's urgent requirements warfighting organizations, processes and procedures (JRAC, JIDA, SIG and WSIG).

3.4 Knowledge Management

Provide on-site technical expertise to develop, access, maintain, display and update "home-grown" applications that enhance command decision making. These applications shall be compliant with current DOD security and cybersecurity restrictions and meet USCENTCOM electronic data criteria. The contractor shall be proficient in using applicable USCENTCOM systems, to include SIPRNET, NIPRNET, JWICS, and CCJ8 M&S LINUX systems.

Specific duties include:

- Develop tools, methods, procedures to enable flexible data collection and manipulation to support assessment processes allowing objectives and desired effects to be entered and compared to current status/observations to enable dynamic results analysis;
- Build tools, methods, procedures that enable archiving of assessment data and transparency of the assessment process;
- Build tools, methods, procedures to enable rapid and easy transfer of data between software applications (e.g. from Excel/Access to PowerPoint/Word);
- Develop Assessment/Analysis Tools in support of analyst requirements;
- Create database and user interface tools for collecting exercise data for use in cost-benefit analysis;
- Maintain/update Office applications, Office Add-Ins, and Web Applications for systems not in current use so they can be used again in the future;
- Develop/maintain other applications as required;

In addition to development of new applications, contractor shall maintain/update tools previously developed for USCENTCOM. The tools listed below are not all inclusive, only the more commonly used tools are listed; all tools shall be maintained:

- Facilitate the preparation of EADSIM inputs and analysis of model results. Establish links to model results data that is available in selected EADSIM space-delimited reports. Import selected EADSIM input data from EADSIM XML files for further analysis and

for use in the filtering and augmenting of model results. Provide options to work with model data to present that data in formats desired by USCENTCOM;

- Automate and provide options for the Security Assistance Office (SAO) Checklist. Define inspection questions/instructions; develop/maintain procedures that process findings and comments during the inspection and generates documents to present findings;
- Provide options for performing exercise priority course of analysis (COA) calculations using entries from the Exercise Data Collection Tool web interface;
- Develop Outlook applications for exporting selected files, folders and messages to a file destination system. Develop user provided search criteria to find and examine exported Outlook messages;
- Develop/maintain the USCENTCOM Requirements Information Manager (CRIM) data repository as an information management tool for planning, identification and assessment of all USCENTCOM requirements;
- Develop queries and GUI database tools to support requests from the staff so staff can easily select the fields and save ad hoc queries;
- Maintain the International Agreements Database (IADB) for USCENTCOM to manage International Agreements and store the key agreement information and generate standard periodic reports;
- Operate the USCENTCOM Decision Support System (CDSS) to define and assess criteria used by the directorates for decision support requirements;
- Create data management tools to support client analysis, integrating various data sets into cohesive units;
- Provide data reduction by increasing data reuse.

3.5 Systems Support

The Contractor shall provide on-site Linux system administration, network, and end-user support for the operation and maintenance of the CCJ8 Modeling & Simulation Systems to include hardware, software, and communications interface for the M&S networks.

- The Contractor shall review, test, and integrate newly acquired hardware, software (to include commercial or government developed software), and firmware;
- Perform day-to-day administration of the systems to include establishing/maintaining/purging users accounts; trouble shooting/auditing the systems/network and correct any findings/deficiencies; perform backups of user and OS files; strictly follow and implement all USCENTCOM/DIA/DoD security/cybersecurity regulations, policies, procedures, guidelines to ensure systems/networks are secure;
- Research and develop life cycle replacement plan and implement
- Develop/coordinate accreditation of systems with USCENTCOM and/or DIA.

3.6 Financial Management Analysis

3.6.1 Contingency Operations/Financial Management Analysis

The Contractor shall provide on-site technical expertise and capability to develop management plans and policies for Overseas Contingency Operations (OCO) and base funding issues. The contractor shall:

- Develop and document requirements and in the execution of appropriated funds based on current legislation;
- Provide review and assessment expertise during the budget formulation/resources request stage;
- Provide support with resources appropriation; allocation; and execution through closeout and appropriation cancellation;
- Track each stage of resource support with relevant metrics;
- Track theater inputs to ensure funding alignment with CCJ8 operational goals and objectives;
- Track and document authorization and appropriation legislation that affect the USCENTCOM AOR;
- Participate in planning and oversight working groups that collect, synthesize, and analyze information that affects USCENTCOM theater funding;
- Prepare information papers; draft decision papers and briefings that inform the CCJ8 and USCENTCOM leadership of funding status, including future year requirements, funds in execution and prior appropriations before cancellation;
- Review multilevel USCENTCOM, services, DoD guidance drafts and summarize impacts, develop recommended changes;
- Provide support with the full budget process, from requirements identification through close-out of assigned appropriations
- Prepare documentation to request and manage appropriated funds for the DOD financial manager;
- Review and assist USCENTCOM in interpretation of financial management policies, directives, and guidance from Congressional legislation, OSD, HQ Defense Finance and Accounting Services (DFAS), and the Services;
- Develop and implement regulations/instructions for guidance execution;
- Initiate and complete actions and write/ brief at the 4-Star Headquarters Level.

3.6.2 Policy/Travel Analysis

The contractor shall assist with USCENTCOM's travel program management; planning and execution, lessons learned consolidation, review, analysis, headquarters staff training, staff instrument familiarization, preparation and instruction, audit readiness, and provide travel management assistance.

The contractor shall operate and maintain requirements for the Defense Travel System (DTS), CitiDirect Card Management System and Citibank Custom Reporting System within USCENTCOM headquarters. The contractor shall provide non-personal service assistance as a Defense Travel Administrator and Agency Program Manager to directorate travel managers, budget officers, resource advisors, reviewing, and approving officials throughout all phases of planning and executing USCENTCOM's travel requirements, to include the consolidation, compilation, and initial analysis of travel

voucher and government travel charge card audits. The contractor shall prepare, maintain, and present monthly reports to operate the USCENTCOM travel requirements IAW DoD Financial Management Regulations (FMR), Joint Travel Regulations, USAF DTS Business Manuals, Air Force Government Travel Card Guide, and the USCENTCOM 55-5 Travel Regulation. The contractor shall provide assistance with the travel program which requires experience in budgetary requirements, military financial documents, reporting, analyzing, auditing, and travel policy. The Contractor shall review and provide support in the interpretation of finance management policies, directives, and guidance from Congressional legislation, OSD, HQ Defense Finance and Accounting Services (DFAS), the Services, etc., and provide support in developing and implementing regulations/instructions for executing the guidance.

The contractor shall provide assistance to the Travel Program Manager capable of assisting the USCENTCOM Travel Program Manager and Higher Headquarters as well as other Agencies with expense reports, budget projections, spend plans, audits, travel debts, compliance travel system reports and performing command-wide travel pre and post payment audits in accordance with Command and Service guidelines. The contractor shall initiate and complete actions and write and brief at the 4-Star Headquarters level.

4.0 Security Requirements

4.1 Security Clearances and Access to Classified Information

The Contractor shall have TOP SECRET (TS)/Sensitive Compartmented Information (SCI) clearance prior to Contract award to perform Sections 3.0 to 3.6.2 requirements.

All applicants selected shall have a current Single Scope Background Investigation (SSBI)/Single Scope Background Periodic Reinvestigation (SBPR)/Phased Period Reinvestigation (PPR), adjudicated by a DOD approved adjudication facility, and determined to be eligible for Sensitive Compartmented Information (SCI) access. Applicant must maintain the Top Secret (TS)/SCI security clearance level requirement for the duration of the contract and if required, submit through contractor's Special Security Office (SSO) for reinvestigation. Additional Focal Point (FP), HUMINT Control System (HCS), Special Access Program (SAP), and Special Category (SPECAT) accesses may be required for selected Contractor personnel performing specific tasks. If an employee is denied a clearance or loses his/her clearance, such employee must be immediately removed from the worksite and contract and the government must be informed of a replacement within 10 business days.

All USCENTCOM and installation rules and regulations applicable to personal conduct, safety, security, and site entry and exit will be complied with. All Contractors must be U.S. citizens. The Contractor may be required to provide employee background information to comply with task order clearance requirements, building access badges and base access (CAC cards).

The USCENTCOM Special Security Office will provide necessary SCI billets, SCI indoctrination, and SCI access certification for Contractor personnel performing work under

this Task Order and its attachments or modifications (additional tasks or levels of effort) to this PWS.

Contractors requiring access to FP, SAP, and SPECAT data and activities will be provided the necessary accesses by the appropriate USCENTCOM Control Officer.

The Government will provide the necessary Department of Defense (DD) Form 254 attesting to the security requirements of the PWS, its attachments or modifications (additional tasks or levels of effort) to this PWS. The Contractor is responsible for providing employee clearance information to the Client Representative and / or local security officer for use in preparing a DD-254 form.

Contractor's request for visit authorization shall be submitted in accordance with DOD 5220.22M (Industrial Security Manual for Safeguarding Classified Information) not later than one (1) week prior to visit.

4.2 Breach of Security

Neither the Contractor nor any of its personnel shall disclose nor cause to be disclosed any information concerning operations which could result in or increase the likelihood of the possibility of a breach of the activity's security, increase risk to planned or ongoing operations, or interrupt the continuity of operations.

4.3 Classified/Proprietary/Intellectual Property Information

Disclosure of information to any person not entitled to receive it, or failure to safeguard any classified, intellectual property, and/or proprietary information that may come to the Contractor, or any person under their control, may subject the Contractor, their agents or employees, to criminal liability under 18 U.S.C. §793 and §798.

Contractor personnel will adhere to regulations, policies, guidelines for safeguarding Government provided information, material, and property. Data files and output products will be safeguarded in accordance with appropriate security measures for the classification of data being handled.

4.4 Physical Security

The Contractor shall be responsible for safeguarding all Government property, official information (classified and unclassified) and controlled forms provided for Contractor use. At the end of each work period, all Government facilities, equipment and materials shall be secured. When not under the direct control of Contractor personnel, all Government facilities, equipment, and materials utilized by Contractor personnel shall be secured.

4.5 Privacy Act

Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

5.0 Task Order Deliverables

All deliverables shall be delivered to the COR no later than the specified dates stated in the Performance matrix in Section 6.0.

5.1 Monthly Progress Reports

The contractor shall prepare and submit monthly progress reports (MPR) per the Performance Criteria Matrix.

5.1.1 Monthly Reports

The Monthly Status Report (MSR) report shall be due on the tenth (10th) business day following the close of the calendar month. The report shall be submitted in the GSA's electronic Web-Based Order Processing System (currently ITSS). The MSR shall contain the following information:

- Brief description of requirements;
- Brief summary of accomplishments during the reporting period and significant events regarding the task order;
- Deliverables submitted or progress on deliverable products;
- Any current or anticipated problems;
- Brief summary of activity planned for the next reporting period.

5.1.2 Management Report

Prepare and provide Management Report (to include contract expenditures (actual and predictions – labor and ODC – and burn rate).

5.3 Enterprise-wide Contractor Manpower Reporting Application (ECMRA)

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Joint Staff via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year. Contractors may direct questions to the help desk, linked at <https://doncmra.nmci.navy.mil>.

5.4 Kick-Off Meeting

Within ten (10) calendar days following the task award date, Contractor shall meet with USCENTCOM CCJ8 staff to review goals and objectives of this task order, and to discuss technical requirements. The minutes of the meeting shall be recorded and published in accordance with the Performance Criteria Matrix Section 6.0.

5.5 Records/Data

Data rights shall be governed by the DFARS. The Government will have unlimited rights over all the data created under this effort. Data may be assembled into various forms and formats. Contractor may use client data to compile formal or ad hoc reports, develop processes or procedures, and brief leadership. Data will not be disseminated except as directed by client.

5.6 Guidance for preparation of all USCENTCOM Command-Unique CCJ8 products

- On or before the designated delivery date, the Contractor analyst shall prepare a delivery letter to CCJ8-RM indicating completion, updating, or loading of the Draft or Final version of each USCENTCOM Command-unique Resources & Analysis products. Two (2) hard copies and one (1) electronic version of each product shall be delivered to CCJ8-RM, unless waived in advance by the receiving government representative.
- All USCENTCOM Command-unique Resources & Analysis products shall be prepared using standard office software. Current MS Office applications are: Word, Project, PowerPoint, Excel, and Access. Contractor shall not attempt to load onto any US Government systems or utilize other software without first obtaining approval from USCENTCOM or appropriate government agency and vetted through USCENTCOM's authorized procedures.
- Contractor analysts shall prepare products at the lowest classification possible to permit the widest dissemination and use. When possible, unclassified products are preferred to ensure maximum dissemination. Classification recommendations on all CCJ8 documents will be in accordance with current USCENTCOM and DOD regulations. Final classification determination will be made by authorized Government/DOD classification authorities.
- The Government will determine the extent of printing and dissemination of drafts and final products. To determine contract compliance, the Government will acknowledge receipt of the product on the delivery letter. This will attest to the timeliness and satisfactory nature of each product delivered. Document delivery dates follow:

Task Paragraph	Tasks	Delivery Date	Performance Standard
5.1	Prepare and provide Monthly Progress Report (to include all subtasks)	15 th calendar day of each month	Monthly
5.1.2	Prepare and provide Management Report	15 th calendar day	Monthly

	(to include contract expenditures (actual and predictions – labor and ODC – and burn rate)	of each month	
5.3	Prepare and provide ECMRA	No later than October 31 st	Annually
5.4	Schedule and conduct a contract kick-off meeting	10 calendar days after contract award	One Time
5.4	Summarize kick-off meeting	10 calendar days after kick-off meeting	One Time
11.2	Prepare and provide a Quality Control Plan	10 calendar days after contract award	One Time
12.1	Trip Reports (to include detailed cost information)	Within 15 calendar days following the end of travel	As required

6.0 Performance Criteria Matrix

The Services Summary identifies the performance objectives and performance thresholds for all critical tasks associated with providing the services outlined in this PWS. This section contains only those items considered most important for mission accomplishment. The performance objectives are those services/tasks required in the PWS. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. The thresholds are critical to mission success. The Government requires the Contractor to perform at the acceptable levels throughout the life of the Task Order.

Deliverable or Required Services (1)	Performance Standard(s) (2)	Acceptable Quality Level (AQL) (3)	Method of Surveillance (4)
<u>PWS 5.1</u> Monthly Progress Reports	Provide accurate reports reflecting required information in the prescribed format and delivered on or before the due date.	Reports are accurate, grammatically correct, and delivered on time. 98% completed by due date	Government review and acceptance
<u>PWS 5.1.2</u> Management Report	Report indicates the progress of work and the status of the program and the assigned tasks, reports	Document requires no more than two (2) review/comment	Government review and acceptance

	costs, identifies and informs of existing or potential problem areas	/approval cycles, to meet acceptance 98% completed by due date	
<u>PWS 5.3</u> ECMRA Submission	Provide accurate information in the prescribed format and delivered on or before the due date	Reports are accurate, grammatically correct, and delivered on time. 98% completed by due date	Government review and acceptance
<u>PWS 5.4</u> Kick-Off Meeting briefing	Prepare briefing to document significant understanding of the tasks to be accomplished and the support to be provided	Meeting is scheduled and completed on time. 100% completed by due date	Government review and acceptance
<u>PWS 5.4</u> Minutes of Kick-Off meeting	Provide accurate minutes reflecting required and pertinent information discussed in the prescribed format and delivered on or before the due date	Documentation requires no more than one (1) review/comment /approval cycle to be accepted. 98% completed by due date	Government review and acceptance
<u>PWS 11.2</u> Quality Control Plan	Well defined and easily understood plan with reporting and corrective action instructions. Quality Control Plan must be delivered within ten (10) calendar days following award date	Plan is comprehensive and delivered on time. 100% complete by due date	Government review and acceptance
<u>PWS 12.1</u> Trip Reports	Provide accurate reports reflected information attained during travel in the prescribed format and delivered on or before the due date.	Reports are technically accurate, grammatically correct and delivered on time. 98% completed by due date.	Government inspection and acceptance

6.1 Quality Assurance Personnel

All deliverables shall be timely, accurate, and presented in accordance with this Performance Work Statement. The Quality Assurance Personnel (QAP) will determine final acceptance of all products. To determine contract compliance, the QAP will acknowledge receipt of all products. This will attest to the on-time and satisfactory nature of each product delivered.

7.0 Government Furnished Items and Information

The Government will make the following available for Contractor use when working at the Client facilities during the period of performance of this PWS, its attachments, modifications, additional tasks or levels of effort.

- Workstations with connectivity to the USCENTCOM SCI LAN for computers located inside the USCENTCOM SCI facility (SCIF), and use of software loaded on the USCENTCOM SCI LAN;
- Workstations with connectivity to the USCENTCOM Command LAN/CENTRANET (collateral and unclassified) and use of software loaded on the Command LAN;
- Workstations with connectivity to CCJ8 Modeling & Simulation Systems and use of software (to include models) loaded on the CCJ8 M&S Systems;
- USCENTCOM will provide Government-furnished work space for Contractor personnel at USCENTCOM Sensitive Compartmented Information Facility (SCIF) and CCJ8 facilities on MacDill AFB, Florida, to accomplish the efforts described in this PWS, its attachments, and future modifications. Additionally, Contractor personnel in Government-furnished spaces will be provided adequate collateral office space, furniture, telephones, LAN/WAN connectivity, and services. Government-provided space for Contractors will be equal to space provided Government civilians and military personnel of similar rank/equivalency at standards established by USCENTCOM Headquarters and Components;
- Computers used by Contractor analysts will remain attached to the SCI and Command LANs as appropriate.

8.0 Organizational Conflict of Interest

If the Contractor is currently providing support or anticipates providing support to USCENTCOM that creates or represents an actual or potential organizational conflict of interest (OCI) under FAR Subpart 9.5, the contractor shall immediately disclose this actual or potential OCI in accordance with FAR Subpart 9.5. All actual or potential OCI situations shall be handled in accordance with FAR Subpart 9.5. The Contractor is also required to sign an Organizational Conflict of Interest Statement (see Appendix C of this PWS) in which the Contractor (and any subcontractors, consultants or team teaming partners) agrees to disclose information concerning the actual or potential conflict with any proposal for any solicitation relating to any work in the task order.

8.1 Data Control – NONDISCLOSURE

In the course of performance pursuant to this contract, the contractor will access nonpublic information, including Planning, Programming, Budgeting, and Execution (PPBE) information. Contractor agrees that it will not use or disclose any such information unless authorized by the COR. Contractor further agrees that it will use its best efforts to ensure that its employees and others performing services under this contract will not use or disclose any such information unless authorized by the COR. To that end, contractor agrees that each of its employees and others performing duties under this contract will sign the Certificate of Nondisclosure (see Appendix D of this PWS).

9.0 Contractor Furnished Items

Except for those items or services stated in Section 7.0 as Government furnished, the Contractor must furnish everything needed to perform this contract according to all its terms.

10.0 General Information

10.1 Government Responsibility

The Government shall provide points of contact (POCs) for this PWS. The POCs shall be the primary representative of the Government coordinating the technical performance of these tasks. The QAP and the POCs shall be the sole Government representatives authorized to give technical direction/coordination to the Contractor on these tasks and shall be responsible for the provision of Government-Furnished Information or Equipment (GFI/GFE). However, the Government POC retains the right to delegate this oversight for technical compliance of the PWS due to the varied tasks and different buildings from which these personnel will operate. Any delegation of technical compliance oversight will be provided to the Contractor in writing. The Government shall identify POCs for this PWS upon contract award.

10.2 COR Designation

Prior to contract award, the Contracting Officer (CO) will appoint a COR and issue a COR Designation Letter stating the authority of the COR. The Contractor will receive a copy of the written designation.

11.0 Inspection and Acceptance

Inspection and acceptance will occur in accordance with FAR 52-246-6(a), Inspection Time-and-Material and Labor Hours. In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected and the Contractor notified of the CR's findings within five (5) business days of normally scheduled review. If the deliverables are not acceptable, the CR will notify the CO immediately. All deliverables shall be timely, accurate, and presented in accordance with this Performance Work Statement. The Quality Assurance Personnel (QAP) will determine final acceptance of all products. To determine contract compliance, the QAP will acknowledge receipt of all products. This will attest to the on-time and satisfactory nature of each product delivered.

11.1 Unsatisfactory work

Performance by the Contractor to correct defects found by the Government as a result of quality assurance surveillance and by the Contractor as a result of quality control, shall be at its' own expense and without additional reimbursement by the government. Unless otherwise negotiated, the Contractor will correct or replace all non-conforming services or deliverables not later than five (5) business days after notification of non-conformance.

11.2 Quality Control

The Contractor will provide and maintain a Quality Control Plan (QCP) that contains, as a minimum, the items listed below to the COR and CO for acceptance not later than ten (10) calendar days after award. The CO will notify the Contractor of acceptance or required modifications to the plan. The Contractor will make appropriate modifications and obtain acceptance of the plan within thirty (30) calendar day from the date of award.

The QCP shall include the following minimum requirements:

- A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title of inspectors.
- A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.
- All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.

11.3 Quality Assurance

The Government will evaluate the Contractor's performance of this task order. For those tasks listed in the Performance Matrix, the COR or other designated evaluator will follow the method of surveillance specified in this task order. Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR or other designated evaluator will require the Contractor manager or representative at the site to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the Contractor has been made aware of the non-compliance. Government surveillance of tasks not listed in the Performance Matrix or by methods other than those listed in the Performance Matrix (such as provided in the Inspection clause) may occur during the performance period of this task order. Such surveillance will be done according to standard inspection procedures or other task order provisions. Any action taken by the CO as a result of surveillance will be according to the terms of the task order.

12.0 Travel

The Contractor shall be required to travel in performance of this Task Order. OCONUS travel will be in accordance with USCENTCOM procedures. The number of trips and types of personnel traveling shall be limited to the minimum required to accomplish work requirements. Prior to travel, all travel requests shall be coordinated with the appropriate division and/or branch chief, approved by the Contracting Officer Representative (COR) and the Contracting Officer. All travel shall be conducted in accordance with FAR 31.205-46 Travel Costs and the Federal Travel Regulations (FTR).

Anticipated Annual Travel Locations / Duration / Number of Trips / Number of Persons:

Location	Duration	Number of Trips	Number of Persons
Washington, DC	5	15	1
Doha, Qatar	10	2	6
Brunssum, Netherlands	7	1	1
Suffolk, VA	7	1	1
Afghanistan	21	1	1
Bahrain	10	2	1
Kuwait/KSA	10	2	1
Army War College, PA	5	4	2
St Louis WG Center, MO	5	2	4
Shaw, SC	5	1	2
Washington, DC (FM)	3	2	1
Stuttgart, Germany	5	2	2
Monterey, CA	5	2	4
Leavenworth, KS		2	2
Oberammergau, Germany	7	2	2
Wright-Patterson AFB, Dayton, OH	5	2	2
London, England	7	2	2
Paris, France	7	2	2
Ottawa, Canada	7	2	2
West Point, NY	5	2	2
USAFA, Colorado Springs, CO	5	2	2
Annapolis, MD	5	2	2
Las Vegas, NV (Nellis AFB)	5	1	1

The contractor shall ensure that the requested travel costs will not exceed what has been authorized in the task order. Contractor incurred actual expenses resulting from Government directed travel are cost reimbursable but are limited by the Government Joint Travel Regulations (JTR) and must be pre-approved by the COR and GSA Contracting Officer. The contractor will include any anticipated travel costs in the quote. G&A on Travel will only be allowed if it is specifically provided for in the contractor's Schedule contract and quoted in the contractor's quote for this task order.

Locations and the duration of travel cannot be established at this time so a not-to-exceed travel budget (inclusive of G&A) for the entire effort is estimated. The budget for Contractor travel under this task order is estimated as follows:

- Base Period \$140,000.00
- Option Period 1 \$147,000.00
- Option Period 2 \$154,350.00
- Option Period 3 \$163,000.00
- Option Period 4 \$171,150.00
- 6 month extension \$ 85,575.00

Failure to use the specific plug in amounts for estimated travel will result in ineligibility for award.

12.1 Travel Arrangements

Contractor analysts, in coordination with CCJ8-RM shall make necessary arrangements for required visits for data collection, meetings, exercises, wargames, and discussions. The contractor shall make all travel arrangements. Within ten (10) calendar days of travel the traveler will provide a written trip report that will include purpose, significant issues, and recommendations.

- **USCENTCOM-based Local Travel:** Local travel is expected to be required by all Contractor analysts to the following organizations located on or near MacDill AFB:
 - Headquarters, Special Operations Command Central (SOCCENT)
 - Headquarters, U.S. Special Operations Command (USSOCOM)
 - U.S. Marine Forces Central Command (USMARCENT)
 - Headquarters, USCENTCOM (Bldg 570 and adjacent buildings)
 - Other local sites as may be directed by the Client
- **USCENTCOM-based Out-of-Area Travel:** Out-of-Area Travel is required in order to support USCENTCOM/CCJ8 with the Resources and Analysis tasks Travel is expected to include trips by Contractors in accordance with specifications in each individual requirement. Approval for modifications to travel may be based on verbal or email approval of the COR to the Contractor support staff.

12.2 Protection of Contractor Personnel Overseas During Times of Contingencies

USCENTCOM will provide Contractor personnel with documentation indicating the Contractors travel on behalf of USCENTCOM, and will request overseas commanders to allow Contractor access to overseas Base/Post Navy Exchanges, Commissaries, and medical facilities, and to allow Contractor personnel to purchase gasoline coupons when required while on Contract-related overseas travel. This documentation is particularly required when Contractor personnel travel to the USCENTCOM Area of Responsibility (AOR). While approval for these OCONUS privileges is normally granted, it is not

assured. (IAW DFARS 252.225-7995, Contractor Personnel Performing in the United States Central Command Area of Responsibility (DEVIATION 2015-O0009) (JAN 2015).

12.3 Contractor Deployment or Extended Travel to High-Threat Areas

- **Provision of Required Equipment:** If Contractor personnel are required to deploy with USCENTCOM headquarters elements or travel to potentially hazardous forward deployed areas of operation, USCENTCOM will provide Contractor personnel with Table of Allowances 50 (TA50) (Army-Issued Individual Equipment). Additionally, if required for Contractor support, USCENTCOM will provide billeting, mess, and medical facilities to deployed Contractor personnel.
- **Contractor personnel must have a Synchronized Predeployment and Operational Tracker (SPOT)-**generated letter of authorization signed by the Contracting Officer in order to process through a deployment center or to travel to, from, or within the USCENTCOM AOR. The letter of authorization also will identify any additional authorizations, privileges, or Government support that Contractor personnel are entitled to under this contract. Contractor personnel who are issued a letter of authorization shall carry it with them at all times while deployed.
- **Capture or Detention:** If Contractor personnel are required to deploy to combat zones or other high threat areas, DFARS clause (DFARS 252.228-7003, “Capture and Detention”) pertains.

13.0 Other Direct Costs (ODC)

The contractor may be required to obtain supplies and/or materials in support of the task order requirements and deliverables.

The budget for ODC under this task order is estimated as follows:

•	Base Period	\$5,000.00
•	Option Period 1	\$5,000.00
•	Option Period 2	\$5,000.00
•	Option Period 3	\$5,000.00
•	Option Period 4	\$5,000.00
•	6 Month Extension	\$2,500.00

Failure to use the specific estimates for ODCs shall result in ineligibility for award.

14.0 Training

Training of Contractor employees assigned to this task order shall be performed at the Contractor’s own expense, with these exceptions:

- Additional training required to meet specific in-scope requirements that are peculiar to the environment and/or operations. Such training shall receive prior COR approval;

- Limited Contractor employee training may be authorized if the Government changes hardware or software during the performance of this task order, and it is determined to be in the best interest of the Government;
- The Government will not authorize Contractor employees training to attend seminars, symposiums, or other similar conferences unless the GSA CO or designee certifies and approves that attendance is mandatory for the performance of the task requirements.

15.0 Contract Personnel

The Contractor shall provide a sufficient number of personnel possessing the skills, knowledge, and training to satisfactorily perform the services required by this PWS. Contractor personnel shall meet the minimum education or experience requirements for each specific service area as specified in their OASIS contract. The Contractor shall not employ persons who are identified to the Contractor by the CO as potential threats to the health, safety, security, general well-being, or operational mission of the installation and its population. All Contractor personnel shall be able to fluently understand, read, write, and speak English. The GSA CO may require the Contractor to remove employees from the workplace for reasons of misconduct or security. The Contractor shall ensure employees have current and valid certifications and licenses, as identified by the Government or Federal, State, and local requirements or laws, to accomplish the services of the PWS before starting work. The Contractor shall not employ any person who is an employee of the United States Government if employing that person would create a conflict of interest or the appearance of a conflict of interest.

15.1 Workload Estimates

This information is provided to aid offerors in developing their quotes in response to this performance-based acquisition and represent the Government's estimated workload based on historical information and is not intended to be binding on either party or to be the only possible solution to the requirement.

Performance Requirements	Estimated Total Number of Hours per Year	Work Focus
3.1-3.6 Program Management	960	Management
3.7.1.1 Operations Research (OR), Decision Analysis, and Analytic Studies	2,880	Analysis
3.7.1.2 Joint Operations Planning & Assessments	9,600	Assessments
3.7.1.3 Modeling, Simulation and Campaign Analysis	11,520	Analytical

3.7.1.4 Database Programming and Data Analysis	1,920	IT
3.7.1.5 Wargaming	7,680	Analysis
3.7.2 Requirements Studies and Analysis	7,680	Analysis
3.7.3 Knowledge Management	1,920	IT
3.7.4 Systems Support	1,920	IT
3.7.5.1 Contingency Operations/ Financial Management Analysis	1,920	Financial Management
3.7.5.2 Policy/Travel Analysis	1,920	Financial Management
TOTAL:	49,920	

This estimate is the Government's estimate based on historical workload and expected requirements and is not intended to be binding on either party or to be the only possible solution to the requirements. An offeror may deviate from this estimate; however, in the event of a deviation of greater than or equal to 10% of the level of effort for any labor category, then the offeror shall supply with its quote a detailed substantive rationale for each such deviation to substantiate the offeror's ability to successfully perform at the quoted LOE.

16.0 Personnel

16.1 Labor Category Functional Description: The following labor categories (or equivalent) and knowledge qualifications are preferred to be proposed in the mix of labor:

Operations Research Analyst (Journeyman/Senior)

- Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions.
- May collect and analyze data and develop decision support software, service, or products.
- May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation.

Military Analyst (Journeyman/Senior)

- Plan and direct medium to large size planning projects.
- Prepare, plan, and analyze documents.
- Direct the work of others in the completion of required studies, documents, and reports.
- Extensive public participation, agency coordination, planning, and programming experience.

Database Programmer/Data Analyst (Journeyman)

- Database resource management, database planning, systems analysis and design, network services programming, conversion and implementation support, network services, project management, data/records management, other relevant services.
- Administer, test, and implement computer databases, applying knowledge of database management systems.
- Coordinate changes to computer databases.
- Plan, coordinate, and implement security measures to safeguard computer databases.

Requirements Analyst (Journeyman)

- Analyze requirements definitions, conduct preliminary planning and coordinate the evaluation of alternative approaches and associated costs of general performance specifications of a system, project, mission or activity.
- Associated tasks include requirements analysis and performance analysis.
- Develop and analyze the total mission profile and life cycle of the systems under consideration.

Software Developer, Applications/Knowledge Manager (Journeyman)

- Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions.
- Design software or customize software for client use with the aim of optimizing operational efficiency.
- May analyze and design databases within an application area, working individually or coordinating database development as part of a team.

Systems Administrator (Senior)

- Perform systems administration of Linux systems with Red Hat operating system.
- Oversee all aspects of the server/client/network.
- Design, install, configure, monitor, maintain, and upgrade the systems/network.
- Manage technical tasks and resources assigned to specific projects.
- Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system.
- Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability.
- May monitor and test Web site performance to ensure Web sites operate correctly and without interruption.
- May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software.

- May supervise computer user support specialists and computer network support specialists. May administer network security measures
- Per DoD 8570.01-M, Information Assurance Technology (IAT) Level II Certification required (to include Baseline Certification, Computing Environment/Operating System Certificate, and Continuous Education).

Policy/Travel Analyst (Journeyman)

- Examine government travel system requests for completeness, accuracy, and conformance with procedures and regulations.
- Provide travel management assistance and analyze government travel system reports.

Budget Analyst (Journeyman)

- Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Analyze budgeting and accounting reports.

The Contractor must map all specialized labor categories to a master OASIS labor category included in the Contractor's OASIS contract.

16.2 Key Personnel

The Contractor shall provide a mix of personnel with the education and demonstrated skills and experience necessary to perform the tasks described in the PWS. The key personnel requirements are for four personnel – Program Manager/Site Lead (Military Analyst SR), Analysis/Assessment Analyst Team Lead (ORSA SR), Modeling & Simulation Team Lead (ORSA SR), and Wargaming Integrator Team Lead (Military Analyst SR). USCENCOM requests resumes for all prospective key personnel.

The Contractor will identify key personnel in their quote. Any substitution of key personnel must be of equally qualified individuals as those identified in the Contractor's quote.

NOTE: Key personnel positions may not be added or removed from the task without advance coordination with the CO or designee. The Contractor must attach a copy of the request to the project in the GSA IT Solution Shop (ITSS) Web Based Order Processing System or equivalent.

17.0 Place of Performance

Work shall be primarily performed at USCENCOM, MacDill AFB, FL. Alternate places of performance may include OCONUS locations such as USCENCOM Forward Headquarters in Doha, Qatar; component command locations (NAVCENT, AFCENT, ARCENT, MARCENT); and potentially other CONUS/OCONUS locations.

17.1 Hours of Operation

The normal hours of operation for the installation are 7:00 A.M. to 5:00 P.M. Monday through Friday (or non-standard hours if mission dictates due to exercise support, real world event, etc.), excluding Federal holidays and USCENTCOM , MacDill AFB, FL closures specifically designated by the CO (i.e., due to weather, government shutdown, etc.). Unless otherwise noted, all services included in this PWS require the Contractor to perform during normal hours of operation.

17.2 Federal Holidays

USCENTCOM observes the following Federal Holidays:

HOLIDAY	WHEN OBSERVED
New Year's Day	January 1 or the Friday preceding or Monday following
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence day	July 4 or the Friday preceding or Monday following
Labor Day	First Monday in September
Columbus Day	2 nd Monday in October
Veterans Day	November 11 or the Friday preceding or Monday Following
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25 or the Friday preceding or Monday following

17.3 Overtime

Client does anticipate some overtime. In the event overtime or extended hours are required, Contractor will obtain approval from the COR prior to working the overtime. If overtime hours are sufficient in the task order, then the Contractor shall complete the overtime authorization document and submit it to the COR, and shall forward a copy to the GSA CO prior to the commencement of overtime work.

Labor Category	Number of FTEs	Estimated Overtime Hours
Operations Research Analyst – Studies, M&S Assessments, Requirements	8	400
Operations Research Analyst – M&S Wargaming	3	300
Operations Research Analyst – M&S Assessments	2	200
Military Analyst – Assessments/Wargaming	3.5	375
Military Analyst – Assessments	1	100

Military Analyst – Program Manager/Site Lead	.5	75
Military Analyst - Wargaming	1	100
Database Programming/Data Analyst	1	100
Requirements Analyst	1	50
Software Developer, Applications/Knowledge Mgr	1	50
Systems Administrator	1	50
Policy/Travel Analyst	1	0
Budget Analyst	1	0
Totals	25	1,800

18.0 Personal Services/Inherently Governmental Functions

In this effort, the Contractor shall provide strictly non-personal services and shall work as an independent Contractor not subject to supervision or control by the Government. The Contractor shall advise and assist the Government, but shall not make final decisions or certifications on behalf of the Government, nor perform any inherently Government functions. The Contractor and its employees shall not represent the Government nor appear to represent the Government in performance of these contract services. At all times, Contractor personnel shall wear appropriate identification (in accordance with applicable Government policy), identifying themselves as Contractor personnel. At all meetings, conferences, or sessions with Government personnel, Contractor personnel shall clearly identify their status as Contractor employees. While performance of this effort shall not require inherently governmental services, it may include services that are closely associated with inherently governmental functions as defined in Section 804 of the FY 2005 National Defense Authorizations Act. All reports and draft documentation delivered under this contract are the property of the U.S. Government unless properly identified, noted, and documented as specified in the contract.

The Client shall not direct the Contractor to do the following:

- Assign additional work or direct a change outside the original scope of work
- Increase/decrease costs or period of performance
- Change any of the terms and conditions of the contract
- Create a binding obligation upon the Contractor or the Government

The client has determined that use of the GSA contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this contract is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled “Personal Services Contract”.

18.1 Limitations of Contractor Responsibilities: The Government will exercise all signatory and decision-making authority relative to the assigned tasks. The Government will monitor all work in progress to ensure correctness and completeness. Contractor

personnel will be provided Contractor support guidelines consistent with prohibitions on personal services contracting and inherently Governmental functions. Specifically, the Contractor shall not:

- Approve, decide, or sign as a CO;
- Negotiate with Government suppliers;
- Accept or reject supplies or services;
- Determine disposal of Government property;
- Direct Contractor personnel not under this PWS
- Direct Government personnel;
- Determine price reasonableness, allowability, or allocability;
- Vote on a source selection board;
- Supervise Government personnel;
- Approve Government requirements or plans; or
- Establish Government policy.

This list is not all inclusive and additional restrictions are included in FAR 7.503. Under the guidelines of non-personal services contracts, the CO shall have technical, not supervisory, oversight responsibilities of Contractor personnel.

19.0 Problem Resolution

The Contractor shall bring problems, or potential issues, affecting performance to the attention of the COR and GSA CO as soon as possible. Verbal reports will be followed up with written reports when directed. This notification shall not relieve the Contractor of its responsibility to correct problems for which they are responsible. The Contractor will work cooperatively with the Government to resolve issues as they arise.

20.0 Section 508 Compliance

The Industry Partner shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

The Industry Partner should review the following Web sites for additional 508 information:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

<http://www.access-board.gov/508.htm>

<http://www.w3.org/WAI/Resources>

21.0 Task Order Funding

The task order may be incrementally funded.

INCREMENTAL FUNDING TIME AND MATERIALS/LABOR HOURS

The project may be incrementally funded. If incrementally funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The Contractor shall notify the CO in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next sixty (60) days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion of that task.

Sixty days (60) before the end of the period specified in the Schedule, the Contractor shall notify the CO in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

22.0 Past Performance Information.

In accordance with FAR 8.406-7, Contractor Performance Evaluation and FAR 42.15, Contractor Performance Information, interim and final past performance information will be submitted by the GSA CO, GSA Customer Account Manager (CAM), or COR through the Contractor Performance Assessment Reporting System (CPARS) for archive in the Past Performance Information Retrieval System (PPIRS). The CPARS process allows the Contractor to view and comment on the Government's evaluation of the Contractor's performance. To that end, Contractors shall register in CPARS at <http://www.cpars.csd.disa.mil/> and the registration shall be completed within 45 days after award. Once the Contractor past performance evaluation is finalized in CPARS, it will be transmitted into PPIRS. Per GSAM 542.1503(c), the Contracting Office Director will make the final decision regarding disagreements related to performance evaluations between the CO and the Contractor.

23.0 Invoice Payment Information

The invoice shall include itemized charges and other direct costs (ODCs) authorized by the COR which are within scope of this task order (e.g., travel and/or materials) and reflect the details specified below

Invoices shall be submitted to GSA ASSIST (ITSS) and the Central Invoice System (CIS) web-based Order Processing System (<https://portal.fas.gsa.gov/>). The COR and the GSA Customer Account Manager or Contract Specialist will approve each invoice in CIS prior to payment. Failure to enter an invoice into the GSA ITSS web-based system may result in a rejection.

An invoice for completion of each deliverable shall be electronically delivered to the Client Representative via the GSA electronic contract management system by the twentieth (20th) calendar day of the month following delivery for client and GSA acceptance. A copy of the invoice shall be attached to the associated deliverable "Acceptance Report" posted in GSA Information Technology Solution Shop (ITSS) located on the web at <https://web.itss.gsa.gov/Login>. The invoice shall be submitted on official company letterhead.

For reimbursable expenses, the invoiced charges shall not exceed the limit specified in the task order. No charges shall be paid by the Government, which are not specifically identified in the task and approved in advance by the Government. Copies of receipts, travel vouchers, etc., completed in accordance with Government Travel Regulations shall be attached to the invoice to support the charges. Original receipts shall be maintained by the Contractor and made available to Government auditors upon request.

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment.

The contractor shall provide the following payment information for GSA use. It must be an exact match with the information under the task order number in the AAS Business Systems Portal, ITSS Contract Registration (not the contractor's company or individual representative's registration) as well as with the information under the contractor's Data Universal Numbering System (DUNS) number in the System for Award Management (SAM), <http://www.sam.gov>. Mismatched information will result in rejected payments.

- a. Company Name – Legal Business Name and Doing Business As (DBA) Name
- b. Mailing Address – Contact and Address Information
- c. Remittance Address – Remit To Address Information
- d. Employer's Identification Number – Federal Tax ID
- e. DUNS (Data Universal Numbering System)

The contractor shall provide the following information on each invoice submitted:

- a. Invoice Number – must not include any special characters; ITSS and the invoice must match
- b. ACT Number from GSA Form 300, Block 4
- c. GSA Task Order Number – must match ITSS

- d. Contract Number from GSA Form 300, Block 3
- e. Point of Contact and Phone Number
- f. Remittance Address
- g. Delivery date or Period of Performance for the billing period
- h. Charges, identified by deliverable or line item(s), with a narrative description of the service performed. Labor, reimbursable costs, and other charges (e.g., G&A) must be broken out.
- i. Prompt Payment Discount, if offered
- j. Total Invoice Amount – must match the acceptance information posted in ITSS; cannot exceed the current task order ceiling
- k. Total cumulative task order amount and burn rate

This is a Labor Hours contract and payment will be based on acceptance of the established requirements and deliverables.

24.0 Task Order Closeout

The Contractor shall submit a final invoice within sixty (60) calendar days after the end of the Performance Period. After the final invoice has been paid the Contractor shall furnish a completed and signed Release of Claims (GSA Form 1142) to the CO. This Release of Claims is due within fifteen (15) calendar days of final payment.

25.0 Reference to Detailed Specifications: Department of Defense Directives (DoDD), Department of Defense Instruction (DODI), Chairman of the Joint Chiefs of Staff Instruction (CJCSI), Chairman of the Joint Chiefs of Staff Manual (CJCSM) and Joint Publication (JP) associated with this requirement.

Serial Number/Specification Number/Specification Title/Specification Date
1/Guidance for Employment of the Force/3 Feb 2015
2/FY 2018-FY 2022 Defense Planning Guidance/29 Feb 2016
3/DoDD 8260.05/Support for Strategic Analysis (SSA)/7 Jul 2011
4/DoDD 8260.1/Data Collection, Development, and Management in Support of Strategic Analysis/6 Dec 2002
5/DoDD 8260.2/Implementation of Data Collection, Development, and Management in Support of Strategic Analysis/21 Jan 2003
6/DoDD 5000.59-M/DoD Modeling and Simulation (M&S) Glossary 8 Aug 2007
7/DoDI 3000.4/DoD Munitions Requirements Process (DoD MRP)/24 Sept 2009
8/DODI 7045.20/ Capability Portfolio Management/25 Sept 2008
9/CJCSI 3141.01E/Management and Review of Joint Strategic Capabilities Plan (JSCP)-Tasked Plans/15 September 2011
10/CJCSI3100.01C/Joint Strategic Planning System/20 Nov 2015
11/CJCSI 3110.01H/2010 Joint Strategic Capabilities Plan/25 Sept 2015
12/CJCSI 3137.01D/The Functional Capabilities Board Process/26 May 2009
13/CJCSI 3170.01I/Joint Capabilities Integration and Development System/23 Jan 2015
14/ CJCSI 5123.01G Charter for the Joint Requirements Oversight Council/12 Feb 2015
15/CJCSI/8510.01C/Management of Modeling and Simulation 17 Aug 2012

- 16/ CJCSM 3170.01A /Operation of the Joint Capabilities Integration and Development System /12 Feb 2015
- 17/CJCSM 3130.01A Campaign Planning, Procedures and Responsibilities 25 Nov 2014
- 18/CJCSM 3130.01A Campaign Planning Policies and Procedures/31 Aug 2012
- 19/JP 5-0 Joint Operation Planning/11 Aug 2011
- 20/JP 3-0 Joint Operations/11 Aug 2011
- 21/DoD 8570.01-M Information Assurance Workforce Improvement Program 19 Dec 2005 with Incorporating Change 4, 10 Nov 2015

These references to Detailed Specifications are available upon request from the Government.

25.1 Specific Regulation or Guidance: Department of Defense Directives (DoDD), Department of Defense (DOD), Joint Travel Regulation (JTR), Central Command Regulation (CCR) and Department of Defense Instruction (DODI) associated with this requirement.

Serial Number/Regulation Number/Regulation Title/Regulation Date

- 1/ DODD 2000.19E/ JOINT IMPROVISED EXPLOSIVE DEVICE DEFEAT ORGANIZATION (JIEDDO) /14 Feb 2006
- 2/DOD FMR 7000.14-R Vol. 11A: Reimbursable Operations Policy Nov 2014
- 3/DoD 5200.1-R/Information Security Program/24 Feb 12
- 4/DoD 5200.2-R/Personnel Security Program/9 Sep 2014
- 5/ JTR Vol. 2/Joint Travel Regulation/1 Jan 2014
- 6/CCR 10-2/USCENTCOM Organization and Functions/24 Mar 2014
- 7/CCR 15-7 USCENTCOM Functional Capability Boards & Working Groups/22 Aug 2014
- 8/CCR 380-14Campaign Assessment Board (CAB) Charter/15 June 2012
- 9/CCR 380-1/Information Security Program Regulation/01 Apr 07
- 10/CCR 380-3/Sensitive Compartmented Information (SCI) Access/23 Oct 08
- 11/CCR 380-8/Information Assurance and Support to Defensive Cyberspace Operations 12 Nov 2013
- 12/CCR 55-5/Transportation and Travel/1 Sept 15
- 13/DoDI 5154.31/Commercial Travel Management/ (See <http://www.defensetravel.dod.mil/site/dodi5154.cfm> for the most current version)

26.0 Appendices:

- Appendix A – Applicable Clauses by Reference and in Full Text as Required
- Appendix B – Attachment 1 Deviation 00010, Contractor Personnel in the United States Central Command Area of Responsibility (Deviation 2007-00010) (Oct 2007)
- Appendix C – Organizational Conflict of Interest Statement
- Appendix D – Contractor Non-Disclosure Agreement

Appendix A

Applicable FAR Clauses by Reference

FAR 52.252-2 -- Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://farsite.hill.af.mil/vffara.htm>

<http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/dfars/dfartoc.htm>

http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/affar1toc.htm

(End of Clause)

FAR 52.202-1, Definitions (Nov 2013)

FAR 52.203-3, Gratuities (Apr 1984)

FAR 52.203-5, Covenant Against Contingent Fees (May 2014)

FAR 52.203-6, Restrictions on Subcontractor Sales to the Government (Sep 2006)

FAR 52.203-7, Anti-Kickback Procedures (May 2014)

FAR 52.203-8, Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (May 2014)

FAR 52.203-10, Price or Fee Adjustment for Illegal or Improper Activity (May 2014)

FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions (Oct 2010)

FAR 52.203-13, Contractor code of Business Ethics and Conduct (Oct 2015)

FAR 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017)

FAR 52.204-2, Security Requirements (Aug 1996)

FAR 52.204-4, Printed or Copied Double-Sided on Recycled Paper (May 2011)

FAR 52.204-9, Personal Identity Verification of Contractor Personnel (Jan 2011)

FAR 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (Oct 2015)

FAR 52.204-18, Commercial and Government Entity Code Maintenance (Jul 2016)

FAR 52.204-19, Incorporation by Reference of Representations and Certifications (Dec 2014)

FAR 52.204-21, Basic Safeguarding of Covered Contractor Information Systems (Jun 2016)

FAR 52.209-6, Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended or Proposed for Debarment (Oct 2015)

FAR 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013)

FAR 52.212-4, Contract Terms and Conditions Commercial Items Alt I (May 2014)

FAR 52.215-23, Limitations on Pass-Through Charges (Oct 2009)

FAR 52.217-8, Option to Extend Services (Nov 1999)

FAR 52.219-8, Utilization of Small Business Concerns (Nov 2016)

FAR 52.219-28, Post-Award Small Business Program Rerepresentation (Jul 2013)

FAR 52.222-21, Prohibition of Segregated Facilities (Apr 2015)

FAR 52.222-26, Equal Opportunity (Sep 2016)

FAR 52.222-37, Employment Reports on Veterans (Feb 2016)

FAR 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010)
FAR 52.222-50, Combating Trafficking in Persons (Mar 2015)
FAR 52.222-54, Employment Eligibility Verification (E-verify) (Aug 2013)
FAR 52.222-60, Paycheck Transparency (Executive Order 13673) (Oct 2016)
FAR 52.223-6, Drug-Free Workplace (May 2001)
FAR 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011)
FAR 52.224-1, Privacy Act Notification (Apr 1984)
FAR 52.224-2, Privacy Act (Apr 1984)
FAR 52.224-3, Privacy Training (Jan 2017)
FAR 52.225-13, Restriction on Certain Foreign Purchases (Jun 2008)
FAR 52.228-3, Workers' Compensation Insurance, (Defense Base Act) (Jul 2014)
FAR 52.232-17, Interest (May 2014)
FAR 52.232-23, Assignment of Claims (May 2014)
FAR 52.232-39, Unenforceability of Unauthorized Obligations (Jun 2013)
FAR 52.232-40, Providing Accelerated Payments to Small Business Subcontractors (Dec 2013)
FAR 52.233-1, Disputes (May 2014)
FAR 52.233-3, Protest after Award (Aug 1996)
FAR 52.233-4, Applicable Law for Breach of Contract Claim (Oct 2004)
FAR 52.242-3, Penalties for Unallowable Costs (May 2014)
FAR 52.242-5, Payments to Small Business Subcontractors (Jan 2017)
FAR 52.242-13, Bankruptcy (Jul 1995)
FAR 52.243-3, Changes – Time-and-Materials or Labor-Hours (Sep 2000)
FAR 52.244-6, Subcontracts for Commercial Items (Jan 2017)
FAR 52.245-1, Government Property (Apr 2012)
FAR 52.245-9, Use and Charges (Apr 2012)
FAR 52.246-6, Inspection – Time-and-Materials and Labor-Hour (May 2001)
FAR 52.251-1 Government Supply Sources (Apr 2012)
FAR 52.253-1, Computer Generated Form (Jan 1991)

Applicable FAR Clauses in Full Text

FAR 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items (Jan 2017)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).
- (2) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (Nov 2015)
- (3) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

- (4) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Public Laws 108-77, 108-78 (19 U.S.C. 3805 note)).
- (b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:
- _X_ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 4704 and 10 U.S.C. 2402).
- _X_ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).
- (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (Jun 2010) (Section 1553 of Pub L. 111-5) (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009).
- _X_ (4) 52.204-10, Reporting Executive compensation and First-Tier Subcontract Awards (Oct 2016) (Pub. L. 109-282) (31 U.S.C. 6101 note).
- (5) [Reserved]
- (6) 52.204-14, Service Contract Reporting Requirements (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).
- (7) 52.204-15, Service Contract Reporting Requirements for Indefinite-Delivery Contracts (Oct 2016) (Pub. L. 111-117, section 743 of Div. C).
- _X_ (8) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Oct 2015) (31 U.S.C. 6101 note).
- _X_ (9) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (Jul 2013) (41 U.S.C. 2313).
- (10) [Reserved]
- (11) (i) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (Nov 2011) (15 U.S.C. 657a).
- (ii) Alternate I (Nov 2011) of 52.219-3.
- (12) (i) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Oct 2014) (if the offeror elects to waive the preference, it shall so indicate in its offer)(15 U.S.C. 657a).
- (ii) Alternate I (Jan 2011) of 52.219-4.
- (13) [Reserved]
- (14) (i) 52.219-6, Notice of Total Small Business Aside (Nov 2011) (15 U.S.C. 644).
- (ii) Alternate I (Nov 2011).
- (iii) Alternate II (Nov 2011).
- (15) (i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).
- (ii) Alternate I (Oct 1995) of 52.219-7.
- (iii) Alternate II (Mar 2004) of 52.219-7.
- (16) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2) and (3)).
- (17) (i) 52.219-9, Small Business Subcontracting Plan (Jan 2017) (15 U.S.C. 637 (d)(4)).
- (ii) Alternate I (Nov 2016) of 52.219-9.
- (iii) Alternate II (Nov 2016) of 52.219-9.
- (iv) Alternate III (Nov 2016) of 52.219-9.
- (v) Alternate IV (Nov 2016) of 52.219-9.
- (18) 52.219-13, Notice of Set-Aside of Orders (Nov 2011) (15 U.S.C. 644I).

___ (19) 52.219-14, Limitations on Subcontracting (Jan 2017) (15 U.S.C. 637(a)(14)).

___ (20) 52.219-16, Liquidated Damages—Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

___ (21) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (Nov 2011) (15 U.S.C. 657f).

X (22) 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 632(a)(2)).

___ (23) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (Dec 2015) (15 U.S.C. 637(m)).

___ (24) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (Dec 2015) (15 U.S.C. 637(m)).

X (25) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

___ (26) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (Oct 2016) (E.O. 13126).

X (27) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

X (28) 52.222-26, Equal Opportunity (Sep 2016) (E.O. 11246).

X (29) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).

X (30) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

X (31) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).

X (32) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496).

X (33) (i) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).

___ (ii) Alternate I (Mar 2015) of 52.222-50, (22 U.S.C. chapter 78 and E.O. 13627).

X (34) 52.222-54, Employment Eligibility Verification (Oct 2015). (E. O. 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

___ (35) 52.222-59, Compliance with Labor Laws (Executive Order 13673) (Oct 2016). (Applies at \$50 million for solicitations and resultant contracts issued from October 25, 2016 through April 24, 2017; applies at \$500,000 for solicitations and resultant contracts issued after April 24, 2017).

Note to paragraph (b)(35): By a court order issued on October 24, 2016, 52.222-59 is enjoined indefinitely as of the date of the order. The enjoined paragraph will become effective immediately if the court terminates the injunction. At that time, DoD, GSA, and NASA will publish a document in the Federal Register advising the public of the termination of the injunction.

___ (36) 52.222-60, Paycheck Transparency (Executive Order 13673)(Oct 2016).

___ (37) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008) (42 U.S.C. 6962I(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

___ (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)I). (Not applicable to the acquisition of commercially available off-the-shelf items.)

___ (38) 52.223-11, Ozone-Depleting Substances and High Global Warming Potential Hydrofluorocarbons (Jun 2016) (E.O.13693).

___ (39) 52.223-12, Maintenance, Service, Repair, or Disposal of Refrigeration Equipment and Air Conditioners (Jun 2016) (E.O. 13693).

___ (40) (i) 52.223-13, Acquisition of EPEAT® -Registered Imaging Equipment (Jun 2014) (E.O.s 13423 and 13514)

___ (ii) Alternate I (Oct 2015) of 52.223-13.

___ (41) (i) 52.223-14, Acquisition of EPEAT® -Registered Television (Jun 2014) (E.O.s 13423 and 13514).

___ (ii) Alternate I (Jun 2014) of 52.223-14.

___ (42) 52.223-15, Energy Efficiency in Energy-Consuming Products (Dec 2007) (42 U.S.C. 8259b).

X (43) (i) 52.223-16, Acquisition of EPEAT® -Registered Personal Computer Products (Oct 2015) (E.O.s 13423 and 13514).

___ (ii) Alternate I (Jun 2014) of 52.223-16.

X (44) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging while Driving (Aug 2011) (E.O. 13513).

___ (45) 52.223-20, Aerosols (Jun 2016) (E.O. 13693).

___ (46) 52.223-21, Foams (Jun 2016) (E.O. 13696).

___ (47) (i) 52.224-3, Privacy Training (Jan 2017) (5 U.S.C. 552a).

___ (ii) Alternate I (Jan 2017) of 52.224-3. ___ (45) 52.225-1, Buy American—Supplies (May 2014) (41 U.S.C. chapter 83).

___ (48) 52.225-1, Buy American--Supplies (May 2014) (41 U.S.C. chapter 83).

___ (49) (i) 52.225-3, Buy American—Free Trade Agreements—Israeli Trade Act (May 2014) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).

___ (ii) Alternate I (May 2014) of 52.225-3.

___ (iii) Alternate II (May 2014) of 52.225-3.

___ (iv) Alternate III (May 2014) of 52.225-3.

___ (50) 52.225-5, Trade Agreements (Oct 2016) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

___ (51) 52.225-13, Restrictions on Certain Foreign Purchases (Jun 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

___ (52) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

___ (53) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (Nov 2007) (42 U.S.C. 5150).

___ (54) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (Nov 2007) (42 U.S.C. 5150).

___ (55) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 4505), 10 U.S.C. 2307(f)).

___ (56) 52.232-30, Installment Payments for Commercial Items (Jan 2017) (41 U.S.C. 4505, 10 U.S.C. 2307(f)).

X (57) 52.232-33, Payment by Electronic Funds Transfer— System for Award Management (Jul 2013) (31 U.S.C. 3332).

___ (58) 52.232-34, Payment by Electronic Funds Transfer—Other Than System for Award Management (Jul 2013) (31 U.S.C. 3332).

___ (59) 52.232-36, Payment by Third Party (May 2014) (31 U.S.C. 3332).

X (60) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

___ (61) 52.242-5, Payments to Small Business Subcontractors (Jan 2017) (15 U.S.C. 637(d)(12)).

___ (62) (i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

___ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph I, applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items:

___ (1) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495)

___ (2) 52.222-41, Service Contract Labor Standards (May 2014) (41 U.S.C. chapter 67.).

___ (3) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

___ (4) 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards – Price Adjustment (Multiple Year and Option Contracts) (May 2014) (29 U.S.C.206 and 41 U.S.C. chapter 67).

___ (5) 52.222-44, Fair Labor Standards Act and Service Contract Labor Standards – Price Adjustment (May 2014) (29 U.S.C. 206 and 41 U.S.C. chapter 67).

___ (6) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (May 2014) (41 U.S.C. chapter 67).

___ (7) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements (May 2014) (41 U.S.C. chapter 67).

___ (8) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2015) (E.O. 13658).

___ (9) 52.222-62, Paid Sick Leave Under Executive Order 13706 (Jan 2017) (E.O. 13706).

___ (10) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792).

___ (11) 52.237-11, Accepting and Dispensing of \$1 Coin (Sep 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records – Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause

or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph I(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause—

(i) 52.203-13, Contractor Code of Business Ethics and Conduct (Oct 2015) (41 U.S.C. 3509).

(ii) 52.203-19, Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017) (section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions)).

(iii) 52.219-8, Utilization of Small Business Concerns (Nov 2016) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$700,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iv) 52.222-17, Nondisplacement of Qualified Workers (May 2014) (E.O. 13495). Flow down required in accordance with paragraph (1) of FAR clause 52.222-17.

(v) 52.222-21, Prohibition of Segregated Facilities (Apr 2015).

(vi) 52.222-26, Equal Opportunity (Sep 2016) (E.O. 11246).

(vii) 52.222-35, Equal Opportunity for Veterans (Oct 2015) (38 U.S.C. 4212).

(viii) 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793).

(ix) 52.222-37, Employment Reports on Veterans (Feb 2016) (38 U.S.C. 4212).

(x) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (Dec 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

(xi) 52.222-41, Service Contract Labor Standards (May 2014), (41 U.S.C. chapter 67).

(xii) ____ (A) 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627).

____ (B) Alternate I (Mar 2015) of 52.222-50 (22 U.S.C. chapter 78 E.O. 13627).

(xiii) 52.222-51, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (May 2014) (41 U.S.C. chapter 67.)

(xiv) 52.222-53, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services—Requirements (May 2014) (41 U.S.C. chapter 67)

(xv) 52.222-54, Employment Eligibility Verification (Oct 2015) (E. O. 12989).

(xvi) 52.222-55, Minimum Wages Under Executive Order 13658 (Dec 2014) (E.O. 13658).

(xvii) 52.222-59, Compliance with Labor Laws (Executive Order 13673) (Oct 2016) (Applies at \$50 million for solicitations and resultant contracts issued from October 25, 2016 through April 24, 2017; applies at \$500,000 for solicitations and resultant contracts issued after April 24, 2017).

Note to paragraph (e)(1)(xvii): By a court order issued on October 24, 2016, 52.222-59 is enjoined indefinitely as of the date of the order. The enjoined paragraph will become effective immediately if the court terminates the injunction. At that time, DoD, GSA, and NASA will publish a document in the Federal Register advising the public of the termination of the injunction.

(xviii) 52.222-60, Paycheck Transparency (Executive Order 13673) (Oct 2016).

(xix) 52.222-62, Paid sick Leave Under Executive Order 13706 (JAN 2017) (E.O. 13706).

(xx) (A) 52.224-3, Privacy Training (Jan 2017) (5 U.S.C. 552a).

(B) Alternate I (Jan 2017) of 52.224-3.

(xxi) 52.225-26, Contractors Performing Private Security Functions Outside the United States (Oct 2016) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xxii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (May 2014) (42 U.S.C. 1792). Flow down required in accordance with paragraph I of FAR clause 52.226-6.

(xxiii) 52.247-64, Preference for Privately-Owned U.S. Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of Clause)

FAR 52.217-9, Option to Extend the Term of the Contract (Mar 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within thirty (30) calendar days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least sixty (60) calendar days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of Clause)

FAR 52.222-35, Equal Opportunity for Veterans (Oct 2015)

(a) Definitions. As used in this clause--

“Active duty wartime or campaign badge veteran,” “Armed Forces service medal veteran,” “disabled veteran,” “protected veteran,” “qualified disabled veteran,” and “recently separated veteran” have the meanings given at FAR 22.1301.

(b) Equal opportunity clause. The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60-300.5(a), as of March 24, 2014. This clause prohibits discrimination against qualified protected veterans, and requires affirmative action by the Contractor to employ and advance in employment qualified protected veterans.

(c) Subcontracts. The Contractor shall insert the terms of this clause in subcontracts of \$150,000 or more unless exempted by rules, regulations, or orders of the Secretary of Labor. The

Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate of identify properly the parties and their undertakings.

FAR 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014)

(a) Equal opportunity clause. The Contractor shall abide by the requirements of the equal opportunity clause at 41 CFR 60.741.5(a), as of March 24, 2014. This clause prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by the Contractor to employ and advance in employment qualified individuals with disabilities.

(b) Subcontracts. The Contractor shall include the terms of this clause in every subcontract or purchase order in excess of \$15,000 unless exempted by rules, regulations, or orders of the Secretary, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall act as specified by the Director, Office of Federal Contract Compliance Programs of the U.S. Department of Labor, to enforce the terms, including action for noncompliance. Such necessary changes in language may be made as shall be appropriate to identify properly the parties and their undertakings.

FAR 52.232-25, Prompt Payment (Jan 2017)

(a) Invoice payments—

(5) Computing penalty amount. The Government will compute the interest penalty in accordance with the Office of Management and Budget prompt payment regulations at 5 CFR part 1315.

(i) For the sole purpose of computing an interest penalty that might be due the Contractor, Government acceptance is deemed to occur constructively on the **** day (unless otherwise specified in this contract) after the Contractor delivers the supplies or performs the services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality, or Contractor compliance with a contract provision. If actual acceptance occurs within the constructive acceptance period, the Government will base the determination of an interest penalty on the actual date of acceptance. The constructive acceptance requirement does not, however, compel Government officials to accept supplies or services, perform contract administration functions, or make payment prior to fulfilling their responsibilities.

Applicable DFAR Clauses by Reference

DFARS 252-201-7000, Contracting Officer's Representative (Dec 1991)

DFAR 252.203-7000, Requirements Relating to Compensation of Former DOD Officials (Sep 2011)

DFAR 252.203-7001, Prohibition on Person Convicted of Fraud or Other Defense Contract-Related Felonies (Dec 2008)

DFAR 252.203-7002, Requirement to Inform Employees of Whistleblower Rights (Sep 2011)

DFAR 252.203-7003, Agency Office of the Inspector General (Dec 2012)

DFAR 252.203-7004, Display of Hotline Posters (Oct 2016)
DFAR 252.204-7003, Control of Government Personnel Work Product (Apr 1992)
DFAR 252.204-7012, Safeguarding Covered Defense Information and Cyber Incident Reporting (Oct 2016)
DFAR 252.204-7015, Notice of Authorized Disclosure of Information for Litigation Support (May 2016)
DFAR 252.205-7000, Provision of Information to Cooperative Agreement Holders (Dec 1991)
DFAR 252.209-7004, Subcontracting with Firms that are Owned or Controlled by the Government of a Country that is a State Sponsor of Terrorism (Oct 2015)
DFAR 252.222-7006, Restrictions on the Use of Mandatory Arbitration Agreements (Dec 2010)
DFAR 252.225-7004, Report of Intended Performance Outside the United States and Canada – Submission after Award (Oct 2015)
DFAR 252.225-7012, Preference for Certain Domestic Commodities (Dec 2016)
DFAR 252.225-7043, Antiterrorism/Force Protection for Defense Contractors Outside the United States (Mar 2006)
DFAR 252.225-7048, Export-Controlled Items (Jun 2013)
DFAR 252.226-7001, Utilization of Indian Organizations, Indian-Owned Economic Enterprises, and Native Hawaiian Small Business Concerns (Sep 2004)
DFAR 252.227-7013, Rights in Technical Data – Noncommercial Items (Sep 2011)
DFAR 252.227-7014, Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation (Mar 2011)
252.227-7015 Technical Data--Commercial Items (Mar 2011)
DFAR 252.231-7000, Supplemental Cost Principles (Dec 1991)
DFAR 252.232-7010, Levies on Contract Payments (Dec 2006)
DFAR 252.243-7002, Requests for Equitable Adjustment (Dec 2012)

Applicable DFAR Clauses in Full Text

DFAR 252.203-7994, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements-Representation (Deviation 2017-O0001) (Nov 2016)

(a) In accordance with Continuing Appropriations Act, 2017 (Pub. L. 114-223), or any other Act that extends to fiscal year 2017 funds the same prohibitions as contained in section 743, division E, title VII, of the Consolidated Appropriations Act, 2016 (Pub. L. 114-113), none of the funds appropriated (or otherwise made available) by this or any other Act may be used for a contract with an entity that requires employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(c) Representation. By submission of its offer, the Offeror represents that it does not require employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting

such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

DFAR 252.203-7995 Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (Deviation 2017-O0001) (Nov 2016)

- (a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- (b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.
- (c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- (d)(1) Use of funds appropriated (or otherwise made available) by the Continuing Appropriations Act, 2017 (Pub. L. 114-223), or any other Act that extends to fiscal year 2017 funds the same prohibitions as contained in section 743, division E, title VII, of the Consolidated Appropriations Act, 2016 (Pub. L. 114-113) may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.
- (2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

DFAR 252.203-7996, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements--Representation (Deviation 2016-O0003) (Oct 2015)

- (a) In accordance with section 101(a) of the Continuing Appropriations Act, 2016 (Pub. L. 114-53) and any subsequent FY 2016 appropriations act that extends to FY 2016 funds the same restrictions as are contained in section 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235), none of the funds appropriated (or otherwise made available) by this or any other Act may be used for a contract with an entity that requires employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- (b) The prohibition in paragraph (a) of this provision does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- (c) Representation. By submission of its offer, the Offeror represents that it does not require employees or subcontractors of such entity seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated

investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

DFAR 252.203-7997, Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements (Deviation 2016-00003) (Oct 2015)

(a) The Contractor shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

(b) The Contractor shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered by this clause are no longer in effect.

(c) The prohibition in paragraph (a) of this clause does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(d) (1) Use of funds appropriated (or otherwise made available) by the Continuing Appropriations Act, 2016 (Pub. L. 114-53) or any other FY 2016 appropriations act that extends to FY 2016 funds the same prohibitions as contained in sections 743 of division E, title VII, of the Consolidated and Further Continuing Appropriations Act, 2015 (Pub. L. 113-235) may be prohibited, if the Government determines that the Contractor is not in compliance with the provisions of this clause.

(2) The Government may seek any available remedies in the event the Contractor fails to perform in accordance with the terms and conditions of the contract as a result of Government action under this clause.

DFAR 252.228-7003, Capture and Detention (Dec 1991)

(a) As used in this clause-

(1) "Captured person" means any employee of the Contractor who is-

- (i) Assigned to duty outside the United States for the performance of this contract; and
- (ii) Found to be missing from his or her place of employment under circumstances that make it appear probable that the absence is due to the action of the force of any power not allied with the United States in a common military effort; or
- (iii) Known to have been taken prisoner, hostage, or otherwise detained by the force of such power, whether or not actually engaged in employment at the time of capture; provided, that at the time of capture or detention, the person was either-

(A) Engaged in activity directly arising out of and in the course of employment under this contract; or

(B) Captured in an area where required to be only in order to perform this contract.

(2) A "period of detention" begins with the day of capture and continues until the captured person is returned to the place of employment, the United States, or is able to be returned to the jurisdiction of the United States, or until the person's death is established or legally

presumed to have occurred by evidence satisfactory to the Contracting Officer, whichever occurs first.

(3) "United States" comprises geographically the 50 states and the District of Columbia.

(4) "War Hazards Compensation Act" refers to the statute compiled in Chapter 12 of Title 42, U.S. Code (sections 1701-1717), as amended.

(b) If pursuant to an agreement entered into prior to capture, the Contractor is obligated to pay and has paid detention benefits to a captured person, or the person's dependents, the Government will reimburse the Contractor up to an amount equal to the lesser of-

(1) Total wage or salary being paid at the time of capture due from the Contractor to the captured person for the period of detention; or

(2) That amount which would have been payable if the detention had occurred under circumstances covered by the War Hazards Compensation Act.

(c) The period of detention shall not be considered as time spent in contract performance, and the Government shall not be obligated to make payment for that time except as provided in this clause.

(d) The obligation of the Government shall apply to the entire period of detention, except that it is subject to the availability of funds from which payment can be made. The rights and obligations of the parties under this clause shall survive prior expiration, completion, or termination of this contract.

(e) The Contractor shall not be reimbursed under this clause for payments made if the employees were entitled to compensation for capture and detention under the War Hazards Compensation Act, as amended.

GSAM Clauses by Reference

GSAM 552.212-4, Contract Terms and Conditions – Commercial Items (Nov 2009)

GSAM 552.212-71, Contract Terms and Conditions Applicable to GSA Acquisition of Commercial Items (Jun 2016)

Appendix B

Attachment 1

1. Deviation 00010, Contractor Personnel in the United States Central Command Area of Responsibility (Deviation 2007-00010) (Oct 2007)

(a) Definitions. As used in this clause—

“Chief of mission” means the principal officer in charge of a diplomatic mission of the United States or of a United States office abroad which is designated by the Secretary of State as diplomatic in nature, including any individual assigned under section 502(c) of the Foreign Service Act of 1980 (Public Law 96-465) to be temporarily in charge of such a mission or office.

“Combatant commander” means the commander of a unified or specified combatant command established in accordance with 10 U.S.C. 161.

(b) General.

(1) This clause applies when Contractor personnel are required to perform in the United States Central Command (USCENTCOM) Area of Responsibility (AOR), and are not covered by the clause at DFARS 252.225-7040, Contractor Personnel Authorized to Accompany U.S. Armed Forces Deployed Outside the United States.

(2) Contract performance may require work in dangerous or austere conditions. Except as otherwise provided in the contract, the Contractor accepts the risks associated with required contract performance in such operations.

(3) Contractor personnel are civilians.

(i) Except as provided in paragraph (b)(3)(ii) of this clause, and in accordance with paragraph (i)(3) of this clause, Contractor personnel are only authorized to use deadly force in self defense.

(ii) Contractor personnel performing security functions are also authorized to use deadly force when use of such force reasonably appears necessary to execute their security mission to protect assets/persons, consistent with the terms and conditions contained in the contract or with their job description and terms of employment.

(4) Service performed by Contractor personnel subject to this clause is not active duty or service under 38 U.S.C. 106 note.

(c) Support. Unless specified elsewhere in the contract, the Contractor is responsible for all logistical and security support required for Contractor personnel engaged in this contract.

(d) Compliance with laws and regulations. The Contractor shall comply with, and shall ensure that its personnel in the USCENTCOM AOR are familiar with and comply with, all applicable—

(1) United States, host country, and third country national laws;

(2) Treaties and international agreements;

(3) United States regulations, directives, instructions, policies, and procedures;
and

(4) Force protection, security, health, or safety orders, directives, and instructions issued by the Combatant Commander; however, only the Contracting Officer is authorized to modify the terms and conditions of the contract.

(e) Preliminary personnel requirements.

(1) Specific requirements for paragraphs (e)(2)(i) through (e)(2)(vi) of this clause will be set forth in the statement of work, or elsewhere in the contract.

(2) Before Contractor personnel depart from the United States or a third country, and before Contractor personnel residing in the host country begin contract performance in the USCENTCOM AOR, the Contractor shall ensure the following:

(i) All required security and background checks are complete and acceptable.

(ii) All personnel are medically and physically fit and have received all required vaccinations.

(iii) All personnel have all necessary passports, visas, entry permits, and other documents required for Contractor personnel to enter and exit the foreign country, including those required for in-transit countries.

(iv) All personnel have received theater clearance, if required by the Combatant Commander.

(v) All personnel have received personal security training. The training must at a minimum—

(i) Cover safety and security issues facing employees overseas;

(ii) Identify safety and security contingency planning activities;

and

(iii) Identify ways to utilize safety and security personnel and other resources appropriately.

(vi) All personnel have received isolated personnel training, if specified in the contract. Isolated personnel are military or civilian personnel separated from their unit or organization in an environment requiring them to survive, evade, or escape while awaiting rescue or recovery.

(vii) All personnel who are U.S. citizens are registered with the U.S. Embassy or Consulate with jurisdiction over the area of operations on-line at <http://www.travel.state.gov>.

(3) The Contractor shall notify all personnel who are not a local national or ordinarily resident in the host country that—

(i) Such employees, and dependents residing with such employees, who engage in conduct outside the United States that would constitute an offense punishable by imprisonment for more than one year if the conduct had been engaged in within the special maritime and territorial jurisdiction of the United States, may potentially be subject to the criminal jurisdiction

of the United States (see the Military Extraterritorial Jurisdiction Act of 2000 (18 U.S.C. 3261 *et seq.*);

(ii) Pursuant to the War Crimes Act, 18 U.S.C. 2441, Federal criminal jurisdiction also extends to conduct that is determined to constitute a violation of the law of war when committed by a civilian national of the United States;

(iii) Other laws may provide for prosecution of U.S. nationals who commit offenses on the premises of United States diplomatic, consular, military or other Government missions outside the United States (18 U.S.C. 7(9)).

(f) Processing and departure points. The Contractor shall require its personnel who are arriving from outside the area of performance to perform in the USCENCOM AOR to—

(1) Process through the departure center designated in the contract or complete another process as directed by the Contracting Officer;

(2) Use a specific point of departure and transportation mode as directed by the Contracting Officer; and

(3) Process through a reception center as designated by the Contracting Officer upon arrival at the place of performance.

(g) Personnel data.

(1) The Contractor shall enter, before deployment, or if already in the USCENCOM AOR, enter upon becoming an employee under this contract, and maintain current data, including departure date, for all Contractor personnel, including U.S. citizens, U.S. legal aliens, third country nationals, and local national Contractor personnel, who are performing this contract in the USCENCOM AOR. This requirement excludes—

- Personnel hired under contracts for which the period of performance is less than 30 days; and Embarked Contractor personnel, while afloat, that are tracked by the Diary Message Reporting System.

(2) The automated web-based system to use for this effort is the Synchronized Predeployment and Operational Tracker (SPOT). Follow these steps to register in and use SPOT:

(i) SPOT registration can be accomplished by either a Common Access Card or through an Army Knowledge Online (AKO) account.

(ii) In order to obtain an AKO account, the Contractor shall—

(iii) Request the Contracting Officer or other Government point of contract to sponsor its AKO guest account;

(i) Go to <http://www.us.army.mil>;

(ii) Enter the AKO sponsor username; and

(iii) After AKO registration, contact the sponsor to confirm registration.

(iv) Registration in SPOT.

(v) Register for a SPOT account at

<https://iel.kc.us.army.mil/spotregistration/>

(vi) The customer support team must validate user need. This process may take 2 business days. Company supervisors will be contacted to determine the appropriate level of user access.

(vii) Access to SPOT. Upon approval, all users will access SPOT at <https://iel.kc.us.army.mil/spotracker>

(viii) **SPOT Questions.** Refer SPOT application assistance questions to the Customer Support Team at 717-506-1358 or SPOT@technisource.com.

(3) The Contractor shall ensure that all employees in the database have a current DD Form 93, Record of Emergency Data Card, on file with both the Contractor and the designated Government official. The Contracting Officer will inform the Contractor of the Government official designated to receive the data card.

(h) Contractor personnel. The Contracting Officer may direct the Contractor, at its own expense, to remove and replace any Contractor personnel who fail to comply with or violate applicable requirements of this contract. Such action may be taken at the Government's discretion without prejudice to its rights under any other provision of this contract, including termination for default or cause.

(i) Evacuation.

(1) If the Chief of Mission or Combatant Commander orders a mandatory evacuation of some or all personnel, the Government will provide to United States and third country national Contractor personnel the level of assistance provided to private United States citizens.

(2) In the event of a non-mandatory evacuation order, the Contractor shall maintain personnel on location sufficient to meet contractual obligations unless instructed to evacuate by the Contracting Officer.

(j) Personnel recovery. In the case of isolated, missing, detained, captured or abducted Contractor personnel, the Government will assist in personnel recovery actions in accordance with DoD Directive 2310.2, Personnel Recovery.

(k) Notification and return of personal effects.

(1) The Contractor shall be responsible for notification of the employee-designated next of kin, and notification as soon as possible to the U.S. Consul responsible for the area in which the event occurred, if the employee—

(i) Dies;

(ii) Requires evacuation due to an injury; or

(iii) Is isolated, missing, detained, captured, or abducted.

(2) The Contractor shall also be responsible for the return of all personal effects of deceased or missing Contractor personnel, if appropriate, to next of kin.

(l) Mortuary affairs. Mortuary affairs for Contractor personnel who die in the area of performance will be handled in accordance with DoD Directive 1300.22, Mortuary Affairs Policy.

(m) Changes. In addition to the changes otherwise authorized by the Changes clause of this contract, the Contracting Officer may, at any time, by written order identified as a change order, make changes in place of performance or Government-furnished facilities, equipment, material, services, or site. Any change order issued in accordance with this paragraph shall be subject to the provisions of the Changes clause of this contract.

(n) Subcontracts. The Contractor shall incorporate the substance of this clause, including this paragraph (q), in all subcontracts that require subContractor personnel to perform in the USCENTCOM AOR.

(End of Clause)

Appendix C

ORGANIZATIONAL CONFLICT OF INTEREST STATEMENT

This Agreement refers to Contract/Order _____ entered into between the Federal Acquisition Service (FAS), Assisted Acquisition Services Division and _____ (Contractor).

As an officer of (Contractor Company fill in name), authorized to bind the company, I understand that in connection with our participation in the US Central Command (USCENTCOM) Resources & Analysis Directorate Support acquisition under the subject Contract/Order, Contractor's employees may acquire or have access to procurement sensitive (to include Planning, Programming, Budgeting and Execution) relating to any aspect of US Central Command (USCENTCOM) acquisitions. Company (fill in name) hereby agrees that it will obtain Contractor - Employee Personal Financial Interest/Protection of Sensitive Information Agreements from any and all employees who will be tasked to perform work under the subject Contract/Order prior to their assignment to that Contract/Order. The Company shall provide a copy of each signed agreement to the Contracting Officer. Company (fill in name) acknowledges that the Contractor - Employee Personal Financial Interest/Protection of Sensitive Information Agreements require Contractor's employee(s) to promptly notify Company management in the event that the employee releases any of the information covered by that agreement and/or whether during the course of their participation, the employee, his or her spouse, minor children or any member of the employee's immediate family/household has/or acquires any holdings or interest whatsoever in any other private organization (e.g., contractors, offerors, their subcontractors, joint venture partners, or team members), identified to the employee during the course of the employee's participation, which may have an interest in the matter the Company is supporting pursuant to the above stated Contract/Order. The Company agrees to educate its employees in regard to their conflict of interest responsibilities.

Company (fill in name) further agrees that it will notify the Contracting Officer within 24 hours, or the next working day, whichever is later, of any employee violation. The notification will identify the business organization or other entity, or individual person, to whom the information in question was divulged and the content of that information. Company (fill in name) agrees, in the event of such notification, that, unless authorized otherwise by the PCO, it will immediately withdraw that employee from further participation in the acquisition until the OCI issue is resolved.

This agreement shall be interpreted under and in conformance with the laws of the United States.

Signature and Date

Company

Printed Name

Phone Number

APPENDIX D

CONTRACTOR NON-DISCLOSURE AGREEMENT

I understand that, in the course of my employment with _____ << Company Name >> or one of its sub-contractors and assignment supporting the US Central Command (USCENTCOM) on the GSA Contract _____, I may be given access to information considered sensitive to USCENTCOM, the Joint Staff, Office of the Secretary of Defense (OSD), other contractors or their suppliers. I agree not to disclose or otherwise disseminate such information to employees of << Company Name >>, or << Company Name >> sub-contractors, unless so directed, in writing by the GSA Contracting Officer's Representative. I understand that disclosure of such information to anyone not associated with the direct support of the contract could result in a personal and/or organizational conflict of interest.

I agree to use such proprietary, procurement sensitive, or designated information only in the performance of work requirements necessary to carry out my duties under the above-mentioned contract. I further agree to take suitable precautions to prevent the disclosure of such information to any party other than those individuals from the above-listed organizations performing on this contract. I will report to the USCENTCOM/CCJ8 Contracting Officer's Representative or the _____ << Company Name >> On-Site Lead any potential violation of this agreement. I further agree to surrender any and all information subject to this agreement to the On-Site Lead upon the termination of my relationship with this contract.

I certify that I have read and fully understand this Non-Disclosure Agreement and agree to abide by all requirements contained herein. I understand that my strict compliance with this Non-Disclosure Agreement is essential to _____ << Company Name's >> fulfillment of its contractual obligations, and any violation of these requirements may result in disciplinary action up to and including termination of my employment.

Signature and Date

Company

Printed Name

Phone Number

DEFINITIONS & ACRONYMS

AIF – Afghanistan Infrastructure Fund

AO – Authorizing Official

AOR – Area of Responsibility

ARP – Afghanistan Reintegration Program

ASFF – Afghanistan Security Forces Fund

B2C2WG – Boards, Bureaus, Cells, Centers, and Working Groups

C2 – Command and Control

CAAS – Contractor Advisory and Assistance Services

CAB – Campaign Execution Board

CAPE – Crisis Action Planning and Execution

CBA – Capabilities Based Assessment

CBP – Capabilities Based Planning

CCJ8 – U.S. Central Command Resources and Analysis Directorate

CCJ8-AR – USCENTCOM/CCJ8 Analysis and Requirements Division

CCJ8-ARB – USCENTCOM/CCJ8 Analysis Branch

CCJ8-ARC – USCENTCOM/CCJ8 Requirements Branch

CCJ8-FM – USCENTCOM/CCJ8 Financial Management Division

CCJ8-RM – USCENTCOM/CCJ8 Resources Management

CCMD – Combatant Command

CERP – Commander’s Emergency Response Program

CJA – Comprehensive Joint Assessment

CJCSI – Chairman of the Joint Chiefs of Staff Instruction

CJCSM – Chairman of the Joint Chiefs of Staff Manual

COCOMs – Combatant Commands

CONOPS – Concept of Operations

CONPLAN – Concept Plan

COR – Contracting Officer's Representative - A representative from the requiring activity assigned by the Contracting Officer to perform surveillance and to act as liaison between the Contracting Officer and the Contractor.

CPA – Chairman's Program Assessment

CPAR – Contract Performance Assessment Review

CPM – Capability Portfolio Managers

CRIM – USCENTCOM Requirements Information Manager

CTO – Commercial Travel Office

DCMP – Data Collection and Management Plan

DCS – Defense Collaboration Services

Defective Service - A service output that does not meet the standard of performance associated with it in the PWS

Delivery Date – The specific time of delivery and/or performance.

DMM – Debt Management Monitor

DoD – Department of Defense

DoDD – Department of Defense Directive

DoDI – Department of Defense Instruction

DoDFMR – Department of Defense Financial Management Regulations

DOTMLPF – Doctrine, Organization, Training, Materiel, Leadership, Personnel and Facilities

DTS – Defense Travel System

ECMRA – Enterprise-wide Contractor Manpower Reporting Application

FAPs – Financial Activity Plans

FCB – Functional Capability Board

FCB-WG - Functional Capability Board Working Group

FRAGO – Fragmentary Order

FTR – Federal Travel Regulations

GTCCP – Government Travel Charge Card Program

IADB – International Agreements Database

IAW – In Accordance With

IPL – Integrated Priority List

IPS – Integrated Project Schedule

IWN - Immediate Warfighter Needs

J-Book – Justification Books

JCA – Joint Capability Area

JCIDS – Joint Capabilities Integration Development System

JEON – Joint Emergent Operational Needs

JIC – Joint Integrated Concepts

JICM – Joint Integrated Contingency Model

JIDA - Joint Improvised-Threat Defeat Agency

JP – Joint Publication

JPG – Joint Programming Guidance

JRAC – Joint Rapid Acquisitions Cell

JTR – Joint Travel Regulation

JUON – Joint Urgent Operational Needs

KM/DS – Knowledge Management and Decision Support

LDTA – Lead Defense Travel Administrator

Metrics - A system of parameters or ways of quantitative and periodic assessment of a process that is to be measured, along with the procedures to carry out and interpret such measurement and assessment.

MPR – Monthly Progress Report

MRP – Munitions Requirements Process

MS - Microsoft

M&S – Modeling and Simulation

NAVSEA – Naval Sea Systems Command - Provides contracting and acquisition support to the Navy and other various Department of Defense organizations in the National Capital Region (NCR). The acquisition and contracting support provided to our customers span from pre-award through contract close-out.

OCO – Overseas Contingency Operations

OPLAN – Operations Plan

OPORDS – Operations Order

OPR – Office of primary responsibility

OPT – Operational Planning Teams

OR – Operations Research

ORSA – Operations Research and Systems Analysis or Analyst

OSD – Office of the Secretary of Defense

PBR – Program Budget Review

Performance Objective – The service and/or activity required.

Performance Requirement – The outcomes, or results, that lead to satisfaction of the objective(s).

Performance Standard – Establishes the performance level required by the Government to meet the contract requirements. The standards shall be measurable and structured to permit an assessment of the Contractor's performance.

Performance Threshold – Minimum acceptable level, error rate and/or deviation from standard.

PM – Program Manager

POM – Program Objective Memorandum

PWS – Performance Work Statement - A detailed work statement for performance-based acquisitions that describes the required results in clear, specific and objective terms with measurable outcomes.

QA – Quality Assurance - Those actions taken by the Government to assure services meet the requirements of the PWS.

QASP - Quality Assurance Surveillance Plan - A document organizing how the Government will apply performance standards, the frequency of surveillance and the minimum acceptable defect rate(s).

QC – Quality Control – Those actions taken by a Contractor to control the performance of services so that they meet the requirements of the PWS.

QCP – Quality Control Plan – A document organizing the performance control processes to be applied for delivering the level of service required by the PWS.

QFR – Questions for Record

SAO – Security Assistance Office

SME – Subject Matter Expert

SPG – Strategic Planning Guidance

SSA – Support to Strategic Analysis

STORM – Synthetic Theater Operations Research Model

Task – How the contracting effort fits within the existing or intended customer environment both technically and organizationally; a specific piece of work to be completed within a certain time period.

TC – Theater Campaign

TCA – Theater Campaign Assessment

TCP – Theater Campaign Plan

TMT – Task Management Tool

TOM – Task Order Manager - A representative from the requiring activity assigned by the Contracting Officer to perform surveillance and to act as liaison to the Contractor.

USCENTCOM – United States Central Command

VTC – Video Teleconference

V&V – Verification and Validation

VV&A – Verification, Validation, and Accreditation

WAWF – Wide Area Work Flow - A secure Web-based system to allow Contractors to submit electronic invoices, and provide the Government a means to electronically receipt for and accept supplies and services.

WG – Working group